



**MIDWESTERN**  
CAREER COLLEGE



# Academic Catalog

## 2021-2022



# Message from the CEO

Midwestern Career College (MCC) is a higher education institution dedicated to helping students achieve their life goals through maximizing personal and career potential. Whether through associate-level degrees or certificate-level programs our offerings focus on preparing students to enter or advance in healthcare or business industry careers.

At MCC, we strive to provide our students with a safe, stimulating, and rewarding educational environment. MCC places great emphasis on hands-on experience, practical application of theoretical knowledge, and the acquisition of tangible work-related skills. Our partnerships with hospital networks, university medical centers, and private clinics allow our students to receive externship and job placement opportunities. Our faculty and staff are committed to providing quality educational experiences. By the time our students graduate, they are equipped with understanding of their chosen career field, comprehension of professionalism, workplace standards, and ethical conduct.

Our mission is to provide premier career-focused education to empower students with academic training, technical expertise, and professional support to launch or advance their successful careers. Please join us on this venture as a student.

D. Jeremy Oberfeld  
Chief Executive Officer  
Midwestern Career College

# Table of Contents

<b>Message from the CEO</b> .....	<b>ii</b>
<b>Table of Contents</b> .....	<b>1</b>
<b>Overview</b> .....	<b>2</b>
<i>Vision</i> .....	2
<i>Mission</i> .....	2
<i>Institutional Goals</i> .....	2
<i>Conceptual Framework</i> .....	2
<i>State Approval</i> .....	3
<i>Accreditation</i> .....	3
<i>Department of Veteran's Affairs</i> .....	3
<i>SEVP Certification</i> .....	3
<i>Campus Locations and Descriptions</i> .....	4
<b>Administration</b> .....	<b>4</b>
<i>Institutional Management Team</i> .....	4
<i>MCC Administrative Team</i> .....	4
<i>Program and Course Name Abbreviations</i> .....	5
<i>Faculty</i> .....	6
<i>Student Holiday Calendar</i> .....	10
<i>Academic Calendar</i> .....	10
<i>Chicago LaSalle Main Campus / Chicago Downtown Extension Campus</i> .....	10
<i>Academic Calendar Naperville</i> .....	16
<i>Academic Calendar Evergreen Park</i> .....	20
<i>Academic Calendar Skokie</i> .....	24
<b>College Admissions</b> .....	<b>26</b>
<i>College Admission Requirements</i> .....	26
<i>Admission Process</i> .....	26
<i>High School Diploma/GED Verification Policy</i> .....	27
<i>Transfer of Students from other Institutions</i> .....	30
<i>Transfer of Students between Programs within College</i> .....	30
<i>Residency Requirements for AAS Degree Programs</i> .....	30
<i>Transfer Credit Policy</i> .....	30
<b>Student Accounts</b> .....	<b>31</b>
<i>Payment Policy and Methods of Payment</i> .....	31
<i>Forms of Payment</i> .....	31
<i>Program Cost</i> .....	31
<i>Financial Aid</i> .....	31
<i>Workforce Innovation and Opportunity Act (WIOA) Grants/Voucher Program</i> .....	32
<i>VA Education Benefits</i> .....	32
<i>VA Pending Payment Compliance Policy</i> .....	33
<i>Employer-Sponsored Tuition Assistance Programs</i> .....	33
<i>Non-Federal Student Loans (Private Loans)</i> .....	33
<i>Other Aid Options</i> .....	33
<i>Payment Plans</i> .....	33
<i>Institutional Scholarships</i> .....	34
<i>Certification Exam Reimbursement Policy</i> .....	36

<i>Business Office Hold</i> .....	36
<i>Cancellation Policy and Student's Right to Cancel</i> .....	36
<i>Refund Policy</i> .....	37
<i>Tax Information</i> .....	37
<b>Academic Policies</b> .....	<b>38</b>
<i>Attendance Policy</i> .....	38
<i>Grading System</i> .....	38
<i>Grade Changes</i> .....	39
<i>Grade Appeal Policy</i> .....	39
<i>Incomplete Grade Policy</i> .....	39
<i>Semester Credit Definition</i> .....	40
<i>Satisfactory Academic Progress (SAP) Policy</i> .....	41
<i>Academic Dishonesty</i> .....	45
<i>Learning Activities With Students as Subjects</i> .....	47
<i>Laboratory Activities with Volunteers as Subjects</i> .....	47
<i>Externship</i> .....	47
<i>Graduation Requirements</i> .....	48
<i>Proof of Graduation Documents</i> .....	48
<i>Transcript Requests</i> .....	48
<i>Replacement Certificate of Completion Requests</i> .....	48
<i>Transferability of Credits Earned at MCC</i> .....	49
<b>Student Services Polices</b> .....	<b>50</b>
<i>Non-Discrimination Policy</i> .....	50
<i>Equal Opportunity Policy</i> .....	50
<i>Anti-Harassment, Including Sexual Harassment Policy</i> .....	50
<i>Services Available to Students with Disabilities</i> .....	51
<i>Section 504 Coordinator for Students</i> .....	51
<i>Requests for Accommodations</i> .....	51
<i>Student Complaints Policy and Procedure</i> .....	53
<i>Standards of Student Conduct</i> .....	55
<i>Dress Code Policy</i> .....	57
<i>Dress Code Policy For Allied Health Programs</i> .....	57
<i>Student ID/Access Card Policy</i> .....	57
<i>Campus Visitors Policy</i> .....	58
<i>Student Health Services</i> .....	59
<i>Student Housing</i> .....	59
<i>Tutoring</i> .....	59
<i>Student Advising</i> .....	59
<i>Learning Resource Center</i> .....	59
<i>Library</i> .....	59
<i>Job Placement Assistance</i> .....	59
<i>Placement, Retention and Graduation Rates</i> .....	60
<i>Tobacco Policy</i> .....	60
<i>Drug and Alcohol Related Policies</i> .....	60
<i>Vaccination Policy</i> .....	61
<i>Infectious Diseases Policy</i> .....	61
<i>Reporting Health And Safety Hazards</i> .....	61
<i>Crime Statistics Reporting</i> .....	62
<i>Clery/Campus Security Act</i> .....	62

<i>Violence at School</i> .....	62
<i>Constitution and Citizenship Day Policy</i> .....	63
<i>Voter Registration</i> .....	63
<i>FERPA (Family Educational Rights and Privacy Act) Policy</i> .....	63
<i>Directory Information</i> .....	64
<i>Approved Leave of Absence (LOA)</i> .....	65
<i>Withdrawal from the College</i> .....	66
<i>International Student Policies</i> .....	67
<b>Financial Aid Policies</b> .....	<b>71</b>
<i>FSA ID</i> .....	71
<i>FAFSA®</i> .....	71
<i>Types of Aid</i> .....	72
<i>Expected Family Contribution (EFC)</i> .....	72
<i>Repayment Estimator</i> .....	73
<i>Calculators to Help Estimate and Manage Debt</i> .....	73
<i>Current Interest Rates</i> .....	73
<i>Federal Student Aid Ombudsman Notification</i> .....	73
<i>Conflicting Information Policy</i> .....	73
<i>Verification Policy</i> .....	73
<i>Verification Items for 2021-2022</i> .....	74
<i>Entrance Counseling</i> .....	75
<i>Exit Counseling</i> .....	75
<i>Cost of Attendance Budgets</i> .....	75
<i>Prior Year Charges</i> .....	75
<i>Dependency Overrides and Professional Judgment</i> .....	75
<i>Student Withdrawal and R2T4 Policy</i> .....	75
<i>How Withdrawing Affects Financial Aid &amp; Student Loans</i> .....	75
<i>Return of Title IV Funds (R2T4)</i> .....	76
<i>R2T4 Calculation</i> .....	77
<i>Official Withdrawal</i> .....	78
<i>Unofficial Withdrawal</i> .....	78
<i>Date of Determination (DOD)</i> .....	78
<i>Post-Withdrawal Disbursements</i> .....	79
<i>Time Frame for Return of Title IV Program Funds</i> .....	79
<i>Student/Parent Right-To-Cancel Policy (Direct Loans)</i> .....	79
<i>Non-affirmative Confirmation</i> .....	79
<i>Credit Balance/Reimbursement Policy</i> .....	80
<i>Special Provisions for Books and Supplies Policy</i> .....	80
<b>Academic Programs</b> .....	<b>81</b>
<i>CIP Codes</i> .....	81
<i>CIP and SOC Codes Relationship</i> .....	81
<b>Associate of Applied Science in Diagnostic Medical Imaging Radiography</b> .....	<b>82</b>
<b>Associate of Applied Science in Diagnostic Medical Sonography</b> .....	<b>84</b>
<b>Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology</b> .....	<b>87</b>
<b>Associate of Applied Science in Non-Invasive Cardiovascular Sonography</b> .....	<b>90</b>
<b>Associate of Applied Science in Surgical Technology</b> .....	<b>93</b>

<b>Associate of Applied Science in Accounting</b> .....	<b>96</b>
<b>Associate of Applied Science in Business Administration</b> .....	<b>98</b>
<b>Associate of Applied Science in Marketing</b> .....	<b>100</b>
<b>Associate of Applied Science in</b> .....	<b>102</b>
<b>Information Technology</b> .....	<b>102</b>
<b>Clinical Medical Assisting Program</b> .....	<b>104</b>
<b>Dental Assisting</b> .....	<b>106</b>
<b>Dialysis Technologist Training Program</b> .....	<b>107</b>
<b>Electroneurodiagnostic (END) Technologist</b> .....	<b>109</b>
<b>Medical Assisting</b> .....	<b>111</b>
<b>Phlebotomy Technician</b> .....	<b>113</b>
<b>Sterile Processing</b> .....	<b>114</b>
<b>QA Software Testing</b> .....	<b>115</b>
<b>Web Design Specialist</b> .....	<b>116</b>
<b>Vocational English as a Second Language</b> .....	<b>117</b>
<b>English for Healthcare</b> .....	<b>118</b>
<b>English as a Second Language</b> .....	<b>119</b>
<b>English for Academic Purposes</b> .....	<b>121</b>
<b>Professional English</b> .....	<b>122</b>
<b>Course Descriptions</b> .....	<b>123</b>
<b>Tuition and Fees Breakdown</b> .....	<b>169</b>
<i>Administrative Fees</i> .....	169
<i>External Fees</i> .....	169
<i>General Education Courses Cost per Credit for MCC Graduates</i> .....	169
<i>Associate-level programs</i> .....	170
<i>Certificate-level programs</i> .....	176
<b>Institutional Disclosures Reporting Table</b> .....	<b>183</b>

# Overview

## VISION

Transform lives through preparing students for career success.

## MISSION

Provide premier career-focused education to empower students with academic training, technical expertise, and professional support to launch or advance their successful careers.

## INSTITUTIONAL GOALS

Midwestern Career College achieves its mission by:

- Offering career-oriented training programs that provide entry-level skills to graduates; or that enable those already in the field to achieve career goals and advancement;
- Employing a committed staff of professional instructors who possess excellent subject knowledge and technical skills;
- Teaching an up-to-date curriculum consistent with requirements of the credentialing agency;
- Providing hands-on training that results in practical knowledge and student confidence;
- Providing access to classrooms, laboratories, and clinical externship facilities to fulfill program objectives;
- Providing appropriate clinical externship opportunities that give our students real world experience;
- Striving to meet and exceed institutional academic benchmarks;
- Providing placement assistance to graduates.

## CONCEPTUAL FRAMEWORK

Midwestern Career College (MCC) is committed to operating based on the following principles:

- Integrity
- Excellence
- Diversity

Integrity is adherence to moral and ethical principles and honesty. MCC's educators will:

- demonstrate appropriate standards of conduct and ethical behavior congruent with their profession;
- be honest and show moral uprightness;
- always choose truthfulness and accuracy of actions;
- act according to the values, beliefs, and principles of MCC.

Excellence is the quality of being outstanding. MCC's educators will:

- demonstrate excellence in academic knowledge and skills;
- surpass ordinary standards;
- have a commitment to continuous professional development;
- impact all students' learning and development in a positive way;
- engage in reflective practice;
- utilize instructional methods that address students from all learning styles.

Diversity is the inclusion of people from different races or cultures in an organization. MCC's educators will:

- respect and support diversity in educational settings as related to, family structures, religion, beliefs, disabilities, sexual orientation, gender, race, ethnicity, values, and socioeconomic status;
- be open to learning from the diversity of our students, be aware of our assumptions, and be open-minded;
- build collaborative relationships that aid and support students' learning and development;
- educate and model for students how to function in a diverse world and workplace.

## STATE APPROVAL

Midwestern Career College is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (IBHE). For more information on IBHE approval, you may contact Private Business and Vocational Schools Division, Illinois Board of Higher Education, at 1 N. Old State Capitol Plaza, Suite 333 Springfield, IL 62701-1377 at (217) 782-2551; General information website: [info@ibhe.org](mailto:info@ibhe.org); Institutional Complaint Hotline: (217) 557-7359

Midwestern Career College is approved by the Illinois Board of Higher Education (IBHE) to operate and to grant the following Associate of Applied Science degrees:

- Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology
- Associate of Applied Science in Diagnostic Medical Sonography
- Associate of Applied Science in Non-Invasive Cardiovascular Sonography
- Associate of Applied Science in Surgical Technology
- Associate of Applied Science in Diagnostic Medical Imaging Radiography
- Associate of Applied Science in Business Administration
- Associate of Applied Science in Accounting
- Associate of Applied Science in Marketing
- Associate of Applied Science in Information Technology

## ACCREDITATION

Midwestern Career College is accredited by the Commission of the Council on Occupational Education. For more information about the College's accreditation, you may contact Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898, Fax: 770-396-3790, [www.council.org](http://www.council.org)

## DEPARTMENT OF VETERAN'S AFFAIRS

*Midwestern Career College is approved by the State of Illinois Department of Veteran's Affairs*

## SEVP CERTIFICATION

*Midwestern Career College is authorized under Federal law to enroll nonimmigrant alien students.*



## CAMPUS LOCATIONS AND DESCRIPTIONS

### MAIN CAMPUS LOCATION

203 N LaSalle Street

Chicago, IL 60601

Tel: (312) 236-9000

Fax: (312) 277-1007

Email: [info@mccollege.edu](mailto:info@mccollege.edu)

### Office Hours

Monday through Thursday 9am to 6pm

Friday 9 am to 4pm

### Programs Offered

#### Degree Programs:

- Associate of Applied Science in Diagnostic Medical Sonography
- Associate of Applied Science in Diagnostic Medical Imaging Radiography
- Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology
- Associate of Applied Science in Non-Invasive Cardiovascular Sonography
- Associate of Applied Science in Surgical Technology
- Associate of Applied Science in Business Administration

#### Certificate-level programs:

- Clinical Medical Assisting
- Dialysis Technologist Training Program
- Electroneurodiagnostic (END) Technologist
- Medical Assisting
- Phlebotomy Technician
- English as a Second Language
- English for Academic Purposes
- Vocational English as a Second Language
- Professional English
- Web Design Specialist

### EXTENSION OF THE MAIN CAMPUS

#### Midwestern Career College Chicago Downtown

100 S. Wacker Dr., LL1-50

Chicago, IL 60606

Phone: (312) 236-9000

Fax: (312) 277-1007

Email address: [info@mccollege.edu](mailto:info@mccollege.edu)

### Office Hours

Monday through Thursday 9am to 6pm

Friday 9 am to 4pm

### Programs Offered

#### Degree Programs:

- Associate of Applied Science in Accounting
- Associate of Applied Science in Business Administration
- Associate of Applied Science in Marketing

Certificate-level programs:

- English as a Second Language
- English for Academic Purposes
- Professional English
- Vocational English as a Second Language
- English for Healthcare

#### **EXTENSION OF THE MAIN CAMPUS**

##### **Midwestern Career College Naperville**

200 E. 5th Ave., Suite 128,

Naperville, Illinois 60563

Phone: (630) 536-8679

Email address: [info@mccollege.edu](mailto:info@mccollege.edu)

##### **Business Hours**

Monday through Thursday 9am to 6pm

Friday 9 am to 4pm

##### **Programs Offered**

Degree Programs:

- Associate of Applied Science in Magnetic Resonance Imaging (MRI)Technology
- Associate of Applied Science in Diagnostic Medical Imaging Radiography
- Associate of Applied Science in Surgical Technology
- Associate of Applied Science in Business Administration

Certificate-level programs:

- Clinical Medical Assisting
- Medical Assisting
- Phlebotomy Technician
- QA Software Testing
- Web Design Specialist

#### **EXTENSION OF THE MAIN CAMPUS**

##### **Midwestern Career College Evergreen Park**

9730 South Western Ave.,

Evergreen Park, IL 60805

Phone: (312) 236-9000

Email address: [info@mccollege.edu](mailto:info@mccollege.edu)

##### **Business Hours**

Monday through Thursday 9am to 6pm

Friday 9 am to 4pm

##### **Programs Offered**

Certificate-level programs:

- Clinical Medical Assisting
- Dental Assisting
- Dialysis Technologist Training Program
- Medical Assisting
- Phlebotomy Technician

- Sterile Processing
- QA Software Testing
- Web Design Specialist

#### **EXTENSION OF THE MAIN CAMPUS**

##### **Midwestern Career College Skokie**

5202 Old Orchard Road

Skokie, Illinois 60077

Phone: (312) 236-9000

Email address: [info@mccollege.edu](mailto:info@mccollege.edu)

##### **Business Hours**

Monday through Thursday 9am to 6pm

Friday 9 am to 4pm

##### **Programs Offered**

Degree Programs:

- Associate of Applied Science in Business Administration

Certificate-level programs:

- English as a Second Language
- English for Academic Purposes
- Professional English

# Administration

## INSTITUTIONAL MANAGEMENT TEAM

**D. Jeremy Oberfeld**  
*CEO*

[joberfeld@mccollege.edu](mailto:joberfeld@mccollege.edu)

**Olga Gusak**  
*Vice President of Academic Affairs*

[ogusak@mccollege.edu](mailto:ogusak@mccollege.edu)

**Izabela Shamanava**  
*Senior Director of Institutional Effectiveness/Registrar*

[ishamanava@mccollege.edu](mailto:ishamanava@mccollege.edu)

**Mary Schmidt**  
*Senior Director of Externship Development/Title IX Coordinator*

[mschmidt@mccollege.edu](mailto:mschmidt@mccollege.edu)

## MCC ADMINISTRATIVE TEAM

**Judy Bowie**  
*Director of Academic Operations*

[jbowie@mccollege.edu](mailto:jbowie@mccollege.edu)

**Tremayne Simpson**  
*Director of Online Learning and Instructional Support/  
Section 504 Coordinator*

[tsimpson@mccollege.edu](mailto:tsimpson@mccollege.edu)

**Trina Ellis-Childs**  
*Dean of Certificate Programs*

[tellis@mccollege.edu](mailto:tellis@mccollege.edu)

**Jennifer Green**  
*Campus Manager*

[jgreen@mccollege.edu](mailto:jgreen@mccollege.edu)

**Suzanna Garcia**  
*Director of Financial Aid*

[sgarcia@mccollege.edu](mailto:sgarcia@mccollege.edu)

**Rafael Czechowski**  
*Director of External Development and Operations*

[rczechowski@mccollege.edu](mailto:rczechowski@mccollege.edu)

**Franklin Mays**  
*Associate Director of Externship Development and  
Clinical Coordination*

[fmays@mccollege.edu](mailto:fmays@mccollege.edu)

**Amorinda Martinez**  
*Associate Director of Career Services*

[amartinez@mccollege.edu](mailto:amartinez@mccollege.edu)

**Miranda Mueller**  
*Associate Director of International Department*

[mmueller@mccollege.edu](mailto:mmueller@mccollege.edu)

**Erin Gotwals**  
*Admissions Manager*

[egotwals@mccollege.edu](mailto:egotwals@mccollege.edu)

**Ammy Witworth**  
*International Admissions Manager*

[ammy@mccollege.edu](mailto:ammy@mccollege.edu)

**Joyce Gaa**  
*Associate Registrar*

[jgaa@mccollege.edu](mailto:jgaa@mccollege.edu)

**Jihoon Doh**  
*International Student Advisor/DSO*

[jdoh@mccollege.edu](mailto:jdoh@mccollege.edu)

**Angela Thames**  
*Business Office and Operations Associate*

[athames@mccollege.edu](mailto:athames@mccollege.edu)

**Olia Sweiss**  
*Librarian*

[osweiss@mccollege.edu](mailto:osweiss@mccollege.edu)

## PROGRAM AND COURSE NAME ABBREVIATIONS

Program Name	Program Abbreviation
Associate of Applied Science in Accounting	AAS ACC
Associate of Applied Science in Business Administration	AAS BUS
Associate of Applied Science in Diagnostic Medical Imaging Radiography	AAS RAD
Associate of Applied Science in Diagnostic Medical Sonography	AAS DMS
Associate of Applied Science in Information Technology	AAS IT
Associate of Applied Science in Magnetic Resonance Imaging (MRI)Technology	AAS MRI
Associate of Applied Science in Marketing	AAS MKT
Associate of Applied Science in Non-Invasive Cardiovascular Sonography	AAS NICVS
Associate of Applied Science in Surgical Technology	AAS ST
Clinical Medical Assisting	CMA
Dental Assisting	DNT
Dialysis Technologist Training Program	DIA
Electroneurodiagnostic (END) Technologist	END
Magnetic Resonance Imaging (MRI) Technologist	MRI
Medical Assisting	DMA
Phlebotomy Technician	PHL
Sterile Processing	STP
QA Software Testing	QA
Vocational English as a Second Language	VESL
Web Design Specialist	WD
English as a Second Language	ESL
General Education Courses	Gen Ed
Medical Foundation Courses	Med Found

## FACULTY

### FULL TIME FACULTY

Dr. Ali, Zahra	AAS DMS, AAS NICVS	Bachelor of Medicine and Bachelor of Surgery (MBBS) – University of Karachi, Pakistan; Diploma in Diagnostic Medical Sonography and Diagnostic Medical Vascular Sonography – College of DuPage; Certifications: Certified Cardiographic Technician (CCT) - Cardiovascular Credentialing International (CCI), Registered Diagnostic Medical Sonographer (RDMS) in Abdomen and Obstetrics and Gynecology, Registered Vascular Technologist (RVT) - American Registry for Diagnostic Medical Sonography (ARDMS)
Bizzieri, Stacy	AAS ST	Associates in Applied Science, Surgical Technology - AAS, CST, CSPDT Associate of Applied Science in Surgical Technology – Miller Motte Technical College, Clarksville, TN; Certifications: Certified Surgical Technologist (CST) - The National Board of Surgical Technology and Surgical Assisting (NBSTSA); Certified Sterile Processing and Distribution Technician (CSPDT) - Certification Board for Sterile Processing and Distribution, Inc. (CBSPD)
Bleka, Peter	AAS DMS	Master of Science, Biology – Northeastern Illinois University; Bachelor of Science, Biology- North Park University; Associate of Applied Science, Diagnostic Medical Sonography – Midwestern Career College; Certifications: Registered Diagnostic Medical Sonographer (RDMS) in Abdomen and Obstetrics and Gynecology, Registered Vascular Technologist (RVT) - American Registry for Diagnostic Medical Sonography (ARDMS)
De La Peña, Ivan	AAS NICVS	Master of Health Administration - West Coast University - Orange County, Bachelor of Science Business Administration - California State University; Certification: Registered Diagnostic Cardiac Sonographer (RDCS) in Adult Echocardiography (AE) - American Registry of Diagnostic Medical Sonography (ARDMS)
Dertz, Danielle	AAS MRI AAS RAD	Bachelor Administration – Columbia University, AAS Magnetic Resonance Imaging Technology - Midwestern Career College; Certification: Registered Technologist Magnetic Resonance Imaging (RT MR) - The American Registry of Radiologic Technologists (ARRT)
Fiene, Patricia	ESL, VESL	Master of Arts English - Northern Illinois University, Bachelor of Arts English/Education - Elmhurst College; Certification: Certificate in English Language Teaching to Adults (CELTA) - University of Cambridge
Green, Jennifer	DMA	Master of Health Administration, Health Care Leadership – Capella University; Bachelor of Science, Health Care Leadership – National Louis University; Associate of Science – South Suburban College; Medical Assistant Diploma – Westwood College; Emergency Medical Technician Certificate -Malcolm X College
Lobpries, Benjamin	ESL, VESL	Master of Fine Arts - Creative Writing - Emerson College, Bachelor of Fine Arts - Southern Methodist University; Certifications: Teaching English to Speakers of Other Languages (TESOL), Teaching English as a Second Language (TESL), Teaching English as a Foreign Language (TEFL) - Oxford Seminars
Lonergan, Brittany	AAS ST	AAS ST Associate of Applied Science in Surgical Technology – Miller Motte Technical College, Clarksville, TN; Certifications: Certified Surgical Technologist (CST) - The National Board of Surgical Technology and Surgical Assisting (NBSTSA); Certified Sterile Processing and Distribution Technician (CSPDT) - Certification Board for Sterile Processing and Distribution, Inc. (CBSPD)
Huseby, Matthew	VESL	Master of Arts in Linguistics – Northeastern Illinois University, Chicago; Bachelor of Arts in History – Wheaton College, IL

Meer, Arif	DMA, Med Found	BS and MS – Kakatiya University, India; Bachelor's degree in Secondary Education – Kakatiya University, India; Diploma in Medical Assisting - Westwood College; Certifications: Registered Medical Assistant (RMA) - American Medical Technologists (AMT), Certified Billing and Coding Specialist (CBCS) - National Health Career Association (NHA)
Dr. Resto, Angel	AAS ACCT	Ph.D. in Applied Management and Decision Sciences- Walden University, Minnesota; MBA in Finance- Interamerican University- Puerto Rico; Bachelor's in Economics- Interamerican University- Puerto Rico, USA

## PART TIME FACULTY

Dr. Abdipour, Mehein	Med Found	Doctor of Medicine – International American University; Bachelor of General Science – University of Oregon, Eugene OR.
Dr. Abdulla, Mohammed	Med Found	Bachelor of Medicine – Batterjee Medical College, Jeddah, Saudi Arabia; Bachelor of Surgery – Batterjee Medical College, Jeddah, Saudi Arabia
Dr. Alile-Egbon, Bright	AAS BUS	DBA of Business Education – Argosy University, Chicago, Illinois, MBA – Keller Graduate School of Management, Chicago, Illinois, BSc Computer Networking – DeVry University, Chicago, Illinois
Dr. Bhagwat, Deepika	Med Found	Doctor of Medicine – Aureus University School of Medicine, Oranjestad, Aruba; Bachelor of Science in Biology – University of Illinois
Borek, Paul	AAS RADA	Master's in Business Administration, Healthcare Management – Loyola University, Chicago, IL.; Bachelor of Science in Imaging Sciences, Rush University Medical Center, Chicago, IL.; Associate of Applied Science in Diagnostic Medical Imaging – College of DuPage, Glen Ellyn, IL.; ARRT
Brennan, Patrick	ESL	Bachelor of Science in Media Studies – University of Illinois at Urbana-Champaign; Certification: Teaching English as a Foreign Language (TEFL) – Bridge Education Group, IL
Dr. Bridges, Carl	AAS BUS	EdD. of Education- Northern Illinois University; MBA-Bradley University- Peoria, IL. BS in Business Administration- University of Illinois- Urbana-Champaign, IL.
Caballero, Anthony	VESL	Master of Business and Administration in Public Administration — Keller Graduate School of Management, Chicago, Illinois. Bachelor of Arts in Technical Management — DeVry University, Chicago, Illinois. Associate of Applied Science in Electronic and Computer Science Technology — DeVry University, Chicago, Illinois.
Carswell, Courtney	AAS BUS	MBA, Organizational Leadership – Lewis University, Romeoville, Illinois, BA, Organizational Management – Concordia University, River Forest, Illinois
Carthon, Johnathan	AAS BUS	MBA - Ashford University, Clinton, IA., BA – Communications Arts, Georgia Southern University
Croft, Tenisha	DMA	Diploma in Medical Assisting: Illinois School of Health Careers; Certification: Registered Medical Assistant (RMA) – American Medical Technologists (AMT)
Daniel, David	VESL	PhD, Translators of Special Texts — Jagiellonian University, Krakow, Poland; Master of Arts in English Studies — University of Sheffield, Sheffield, UK; Bachelor of Arts in Philosophy — University of Illinois at Chicago, Chicago; Cambridge Delta Teaching Qualification — International House London, London, UK.

Dawson Johnson, Sadibra	DIA	Associate of Applied Science, Medical Billing and Coding – Colorado Technical University; Dialysis Certification
Dr. Diaz, Fabian	Med Found	Doctor of Medicine – American University of Antigua College of Medicine; Certificate in Medical Sciences – American University of Antigua College of Medicine
España, Katherine	AAS ST	Master of Science Nursing - Columbia Pacific University, Bachelor of Science Nursing - Marian College of Nursing; Certifications: Registered Professional Nurse - State of Illinois, Certified Preoperative Nurse (CNOR), Certified Nurse First Assistant (CRNFA) - Competency and Credentialing Institute (CCI)
Graham, Tina	DMA	Certificate in Medical Billing - AMS Medical Billing School; Diploma in Medical Assisting – National Education Center; Certificate – Rasmussen College
Hayes, Jennifer	AAS RADA	BS Radiologic Sciences, University. of St. Francis; Cert. of Radiologic Technology; Northwestern Memorial Academy; Licenses - ARRT & IEMA
Higdon, Kevin	ESL	Bachelor of Arts in English – Columbia College Chicago; Certification: Teaching English to Speakers of Other Languages (TESOL)/Teaching English as a Second Language (TESL)/Teaching English as a Foreign Language (TEFL) – Oxford Seminars, IL
Jalili, Mehran	END	Bachelor of Science Chemistry – Loyola University Chicago; Certifications: Registered Electroencephalography Technologist (R. EEG. Tech.) – The Neurodiagnostic Society (ASET), Registered Evoked Potential Technologist (R. EP Tech.) – The Neurodiagnostic Society (ASET)
Dr. Johnson, Antonio	AAS BUS	Doctor of Business – Argosy University, Chicago, IL.; Master of Business Administration – Saint Xavier, Chicago, IL.; Master of Science in Criminology – Chicago State University, Chicago, IL.; Bachelor of Business Administration – University of Louisiana, Monroe, La.
Johnson, Glen	VESL	PhD in History – Georgetown University; Bachelor of Arts in History and Philosophy – University of Michigan; Certificates: English Language Teaching to Adults (CELTA) – Cambridge ESOL
Jones, Ferrick	AAS ACCT	Master of Accounting & Financial Management – Keller Graduate School of Management; Bachelor of Business Administration, Finance – Jackson State University, Jackson, Mississippi, AICPA
Dr. Khan, Maimoon	DMA	Medical Doctor of Medicine - Utesa, Santo Domingo, Distrito Nacional, Dominican Republic
Khandwala, Jahangir	AAS ACCT	Bachelor of Science in Accounting – DePaul University, Chicago, IL.; CPA
Klein, Shalom	AAS BUS	Master of Arts in Jewish Professional Studies – Spertus Institute, Chicago, IL.; Bachelor of Science – Spertus Institute, Chicago, IL.
Lewis, Danyel	DMA	Certificate in Medical Assisting- Illinois School of Health Career, Chicago, IL; AAMA
Limon, Jessica	AAS MRI	Bachelor of Science – Resurrection University, Chicago, IL.; Associates in Radiologic Technology – Triton College, Chicago, IL; MRI Board Certification – Wilbur Wright College, Chicago, IL.; ARRT Certified in Radiology & MRI, IEMA credited



Manning, Jessica	DIA	Certificate in Dialysis – Midwestern Career College, Chicago, IL.; CCHT; CNA
Megchelsen, Jessica	END	Certificate in Electroneurodiagnostic Tech. – Midwestern Career College, Chicago, IL.; ABRET
Miller, Bonnie	VESL	Master of Education in Curriculum and Instruction – National Louis University, IL.; Bachelor of Arts in Family and Consumer Education and Human Development – Loyola University, Chicago
Omar, Khalilah	DMA	Associate of Science – Kennedy King College, Chicago, IL.; Certification in Phlebotomy – Wilbur Wright College, Chicago, IL.
Pichardo Gallanosa, Sandra V.	ESL	Master of Education, English Language Teaching and Learning – Loyola University, Chicago, IL.; Bachelor of Art in Cross-Disciplinary Studies (English & Spanish) – Ohio Dominican University, Columbus, OH
Racine, Mica	Gen Ed	MFA, Creative Writing, Columbia College – Chicago, Illinois; BA, Communications, Sioux Falls College – Sioux Falls, SD.
Reif, Marcy	DMA	Bachelor of Science in Health Information Management – Columbia College of Missouri; Associate of Science in Health Information Management – College of Lake County, Lake County, IL.; AMT, RMA, CPT, CCMA, CBCS
Dr. Sabau, Adriana	Med Found	Doctor of Medicine - Iuliu Hatieganu University of Medicine and Pharmacy, Napoca, Romania; Certifications: United States Medical Licensing Examination – Educational Commission for Foreign Medical Graduates (ECFMG), Certified ECG Technician and Certified Phlebotomy Technician – National Healthcare Association (NHA)
Salas, Brian	Gen Ed	Master of Arts in History - University of Chicago; Bachelor of Arts in History - University of Arizona
Sanchez, Gregorio	AAS RADA	Associate of Applied Science in Radiology – Malcolm X College, Chicago, IL.; Certificate in MRI – South Suburban College, Chicago, IL.; ARRT, IEMA
Dr. Singh, Sanjay	END	Doctor of Philosophy in Neuroscience – Loyola University Medical Center, Chicago, IL.; Master of Science in Biology – Loyola University of Chicago, Chicago, IL.; Bachelor of Arts in Chemistry – Knox College, Galesburg, IL.
Small, Matthew	ESL/VESL	Bachelor of Arts in English -- Ferris State University, Big Rapids, Michigan. Certification: Global Language Training, London, England.
Smith, Delisa	AAS BUS	Master of Business Administration- Keller Graduate School of Management; Bachelor of Science in Computer Information Systems - DeVry University;
Thomas, Mary	AAS ACCT	Master of Business Administration – Upper Iowa University; Bachelor of Science in Accounting and Financial Management – Upper Iowa University
Tucker, Wesley	ESL	Master of Arts in Linguistics of European Languages: English – University of Amsterdam; Bachelor of Arts in English – North Central College, IL; Certification: Teaching English as a Foreign Language (TEFL) – TEFL Institute, Chicago
Ware, Alicia	AAS ST STP	AAS Surgical Technology - Parkland College; Certifications: Certified Surgical Technologist (CST) - The National Board of Surgical Technology and Surgical Assisting (NBSTSA); Certified Sterile Processing and Distribution Technician (CSPDT) - Certification Board for Sterile Processing and Distribution, Inc. (CBSPD)
West, Thomas	Gen Ed	Master of Education - University of Illinois at Urbana-Champaign; Bachelor of Mathematics - University of Minnesota

Yancy, Danette	DMA	Certificate in Medical Assisting – P.C. Goodwin Medical, Chicago, IL.; AMT Registered Medical Assistant and Phlebotomy Technician
----------------	-----	---

## STUDENT HOLIDAY CALENDAR

There are no classes scheduled on the following holidays:

- New Year’s Day, January 1
- Birthday of Martin Luther King, Jr., the third Monday in January
- Memorial Day, the last Monday in May
- Juneteenth National Independence Day, June 19
- Independence Day, July 4
- Labor Day, the first Monday in September
- Thanksgiving Day, the fourth Thursday in November
- Day after Thanksgiving
- Christmas Eve, December 24
- Christmas Day, December 25

## ACADEMIC CALENDAR

### CHICAGO LASALLE MAIN CAMPUS / CHICAGO DOWNTOWN EXTENSION CAMPUS

Future program and term start dates are subject to change.

#### 2021-2023 CALENDAR FOR

- ASSOCIATE OF APPLIED SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY (MAIN CAMPUS)
- ASSOCIATE OF APPLIED SCIENCE IN DIAGNOSTIC MEDICAL IMAGING RADIOGRAPHY (MAIN CAMPUS)
- ASSOCIATE OF APPLIED SCIENCE IN MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGY (MAIN CAMPUS)
- ASSOCIATE OF APPLIED SCIENCE IN NON-INVASIVE CARDIOVASCULAR SONOGRAPHY (MAIN CAMPUS)
- ASSOCIATE OF APPLIED SCIENCE IN SURGICAL TECHNOLOGY (MAIN CAMPUS)
- ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY (CHICAGO DOWNTOWN)

New student orientation usually takes place one or two weeks before the start of the term. College success course starts after orientation and ends the day before the term start date. New students should check with their admissions counselor for new student orientation and college success dates for their program.

Winter 2021	
Term Start	January 11, 2021
Term End	May 2, 2021
Spring/Summer 2021	
Term Start	May 3, 2021
Term End	August 22, 2021
Fall 2021	
Term Start	August 30, 2021
Term End	December 19, 2021
Winter 2022	
Term Start	January 10, 2022

Term End	May 1, 2022
<b>Spring/Summer 2022</b>	
Term Start	May 2, 2022
Term End	August 21, 2022
<b>Fall 2022</b>	
Term Start	August 29, 2022
Term End	December 18, 2022

<b>Winter 2023</b>	
Term Start	January 9, 2023
Term End	April 30, 2023
<b>Spring/Summer 2023</b>	
Term Start	May 1, 2023
Term End	August 20, 2023
<b>Fall 2023</b>	
Term Start	August 28, 2023
Term End	December 17, 2023

#### 2020-2023 CALENDAR FOR

- ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING (CHICAGO CAMPUS ONLY)
- ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION
- ASSOCIATE OF APPLIED SCIENCE IN MARKETING (CHICAGO CAMPUS ONLY)

New student orientation usually takes place one or two weeks before the start of the term. College success course starts after orientation and ends the day before the term start date. New students should check with their admissions counselor for new student orientation and college success dates for their program.

The Spring/Summer term is optional for students already enrolled in the AAS in Accounting, Business Administration, and Marketing programs. It is normally taken by new students joining the program in Spring/Summer, or current students enrolled in optional externship courses or course retakes. Current students who would like to enroll into the Spring/Summer term on FT or PT basis should check with the Registrar's office for course availability.

<b>Winter 2020</b>	
Term Start	January 27, 2020
Term End	May 17, 2020
<b>Spring/Summer 2020</b>	
Term Start	May 18, 2020
Term End	August 9, 2020
<b>Fall 2020</b>	
Term Start	August 24, 2020
Term End	December 13, 2020

<b>Winter 2021</b>	
--------------------	--

Term Start	January 25, 2021
Term End	May 16, 2021
<b>Spring/Summer 2021</b>	
Term Start	May 24, 2021
Term End	August 15, 2021
<b>Fall 2021</b>	
Term Start	August 23, 2021
Term End	December 12, 2021

<b>Winter 2022</b>	
Term Start	January 24, 2022
Term End	May 15, 2022
<b>Spring/Summer 2022</b>	
Term Start	May 23, 2022
Term End	August 14, 2022
<b>Fall 2022</b>	
Term Start	August 22, 2022
Term End	December 11, 2022

<b>Winter 2023</b>	
Term Start	January 23, 2023
Term End	May 14, 2023
<b>Spring/Summer 2023</b>	
Term Start	May 22, 2023
Term End	August 13, 2023
<b>Fall 2023</b>	
Term Start	August 21, 2023
Term End	December 10, 2023

**CERTIFICATE-LEVEL PROGRAMS (MAIN CAMPUS):**

New student orientation usually takes place one or two weeks before the start of the term. College success course starts after orientation and ends the day before the term start date. New students should check with their admissions counselor for new student orientation and college success dates for their program.

**CLINICAL MEDICAL ASSISTING FALL 2021 - AM**

<b>Term I</b>	
Start Date	September 20, 2021
End Date	February 6, 2022
<b>Term II</b>	
Start Date	February 14, 2022
End Date	July 3, 2022

Term III	
Start Date	July 11, 2022
End Date	November 27, 2022

#### CLINICAL MEDICAL ASSISTING FALL 2021 - PM

Term I	
Start Date	November 1, 2021
End Date	March 20, 2022
Term II	
Start Date	March 28, 2022
End Date	August 14, 2022
Term III	
Start Date	August 22, 2022
End Date	January 8, 2023

#### CLINICAL MEDICAL ASSISTING WINTER 2022

Term I	
Start Date	February 21, 2022
End Date	July 10, 2022
Term II	
Start Date	July 18, 2022
End Date	December 4, 2022
Term III	
Start Date	December 12, 2022
End Date	April 30, 2023

#### CLINICAL MEDICAL ASSISTING SPRING 2022

Term I	
Start Date	May 30, 2022
End Date	October 16, 2022
Term II	
Start Date	October 24, 2022
End Date	March 12, 2023
Term III	
Start Date	March 20, 2023
End Date	August 6, 2023

#### DIALYSIS TECHNOLOGIST TRAINING PROGRAM FALL 2021

Term I	
Start Date	September 20, 2021
End Date	February 6, 2022

Term II	
Start Date	February 14, 2022
End Date	July 3, 2022

**ELECTRONEURODIAGNOSTIC (END) TECHNOLOGIST SPRING 2021**

Term I	
Start Date	April 27, 2021
End Date	August 22, 2021
Term II	
Start Date	August 31, 2021
End Date	January 2, 2022
Term III	
Start Date	January 11, 2022
End Date	May 1, 2022

**ELECTRONEURODIAGNOSTIC (END) TECHNOLOGIST FALL 2021**

Term I	
Start Date	November 1, 2021
End Date	February 27, 2022
Term II	
Start Date	March 7, 2022
End Date	July 3, 2022
Term III	
Start Date	July 11, 2022
End Date	November 6, 2022

**ELECTRONEURODIAGNOSTIC (END) TECHNOLOGIST SPRING 2022**

Term I	
Start Date	May 2, 2022
End Date	August 28, 2022
Term II	
Start Date	September 5, 2022
End Date	January 8, 2023
Term III	
Start Date	January 16, 2023
End Date	May 7, 2023

**MEDICAL ASSISTING FALL 2021 - AM**

Term I	
Start Date	September 20, 2021

End Date	February 6, 2022
<b>Term II</b>	
Start Date	February 14, 2022
End Date	July 3, 2022

**MEDICAL ASSISTING FALL 2021 - PM**

<b>Term I</b>	
Start Date	November 1, 2021
End Date	March 20, 2022
<b>Term II</b>	
Start Date	March 28, 2022
End Date	August 14, 2022

**MEDICAL ASSISTING WINTER 2022**

<b>Term I</b>	
Start Date	February 21, 2022
End Date	July 10, 2022
<b>Term II</b>	
Start Date	July 18, 2022
End Date	December 4, 2022

**MEDICAL ASSISTING SPRING 2022**

<b>Term I</b>	
Start Date	May 30, 2022
End Date	October 16, 2022
<b>Term II</b>	
Start Date	October 24, 2022
End Date	March 12, 2023

**PHLEBOTOMY TECHNICIAN SPRING 2022**

<b>Term I</b>	
Start Date	June 20, 2022
End Date	August 14, 2022

**PHLEBOTOMY TECHNICIAN SPRING 2022**

<b>Term I</b>	
Start Date	May 9, 2022
End Date	July 3, 2022

**QA SOFTWARE TESTING WINTER 2023**

<b>Term I</b>	
Start Date	January 9, 2023

End Date	April 30, 2023
----------	----------------

### WEB DESIGN SPECIALIST FALL 2022

Term I	
Start Date	August 29, 2022
End Date	December 18, 2022

### 2022 CALENDAR FOR

- VOCATIONAL ENGLISH AS A SECOND LANGUAGE
- ENGLISH AS A SECOND LANGUAGE

Winter Term 2022	
Registration/Payment Deadline	January 3, 2022
New Student Orientation	January 3, 2022
Start Date	January 10, 2022
Add/Drop/Schedule Changes	January 21, 2022
Last day to Start	January 21, 2022
End Date	March 27, 2022
Spring Term 2022	
Registration/Payment Deadline	April 11, 2022
New Student Orientation	April 11, 2022
Start Date	April 18, 2022
Add/Drop/Schedule Changes	April 29, 2022
Last day to Start	April 29, 2022
End Date	July 3, 2022
Fall Term 2022	
Registration/Payment Deadline	September 6, 2022
New Student Orientation	September 6, 2022
Start Date	September 12, 2022
Add/Drop/Schedule Changes	September 23, 2022
Last day to Start	September 23, 2022
End Date	November 27, 2022

### ACADEMIC CALENDAR NAPERVILLE

Future program and term start dates are subject to change.

### 2020-2023 CALENDAR FOR

- ASSOCIATE OF APPLIED SCIENCE IN DIAGNOSTIC MEDICAL IMAGING RADIOGRAPHY
- ASSOCIATE OF APPLIED SCIENCE IN MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGY
- ASSOCIATE OF APPLIED SCIENCE IN SURGICAL TECHNOLOGY

New student orientation usually takes place one or two weeks before the start of the term. College success course starts after orientation and ends the day before the term start date. New students should check with their admissions counselor for new student orientation and college success dates for their program.



<b>Winter 2020</b>	
Term Start	January 6, 2020
Term End	April 26, 2020
<b>Spring 2020</b>	
Term Start	April 27, 2020
Term End	August 16, 2020
<b>Fall 2020</b>	
Term Start	August 31, 2020
Term End	December 20, 2020

<b>Winter 2021</b>	
Term Start	January 11, 2021
Term End	May 2, 2021
<b>Spring 2021</b>	
Term Start	May 3, 2021
Term End	August 22, 2021
<b>Fall 2021</b>	
Term Start	August 30, 2021
Term End	December 19, 2021

<b>Winter 2022</b>	
Term Start	January 10, 2022
Term End	May 1, 2022
<b>Spring 2022</b>	
Term Start	May 2, 2022
Term End	August 21, 2022
<b>Fall 2022</b>	
Term Start	August 29, 2022
Term End	December 18, 2022

<b>Winter 2023</b>	
Term Start	January 9, 2023
Term End	April 30, 2023
<b>Spring 2023</b>	
Term Start	May 1, 2023
Term End	August 20, 2023
<b>Fall 2023</b>	
Term Start	August 28, 2023
Term End	December 17, 2023

## 2021-2023 CALENDAR FOR

- ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

New student orientation usually takes place one or two weeks before the start of the term. College success course starts after orientation and ends the day before the term start date. New students should check with their admissions counselor for new student orientation and college success dates for their program.

The Spring/Summer term is optional for students already enrolled in the AAS in Business Administration program. It is normally taken by new students joining the program in Spring/Summer, or current students enrolled in optional externship courses or course retakes. Current students who would like to enroll into the Spring/Summer term on FT or PT basis should check with the Registrar's office for course availability.

<b>Winter 2021</b>	
Term Start	January 25, 2021
Term End	May 16, 2021
<b>Spring/Summer 2021</b>	
Term Start	May 24, 2021
Term End	August 15, 2021
<b>Fall 2021</b>	
Term Start	August 23, 2021
Term End	December 12, 2021

<b>Winter 2022</b>	
Term Start	January 24, 2022
Term End	May 15, 2022
<b>Spring/Summer 2022</b>	
Term Start	May 23, 2022
Term End	August 14, 2022
<b>Fall 2022</b>	
Term Start	August 22, 2022
Term End	December 11, 2022

<b>Winter 2023</b>	
Term Start	January 23, 2023
Term End	May 14, 2023
<b>Spring/Summer 2023</b>	
Term Start	May 22, 2023
Term End	August 13, 2023
<b>Fall 2023</b>	
Term Start	August 21, 2023
Term End	December 10, 2023

**CERTIFICATE-LEVEL PROGRAMS:**

New student orientation usually takes place one or two weeks before the start of the term. College success course starts after orientation and ends the day before the term start date. New students should check with their admissions counselor for new student orientation and college success dates for their program.

**CLINICAL MEDICAL ASSISTING FALL 2021 - AM**

Term I	
Start Date	September 20, 2021
End Date	February 6, 2022
Term II	
Start Date	February 14, 2022
End Date	July 3, 2022
Term III	
Start Date	July 11, 2022
End Date	November 27, 2022

**CLINICAL MEDICAL ASSISTING SPRING 2022**

Term I	
Start Date	May 30, 2022
End Date	October 16, 2022
Term II	
Start Date	October 24, 2022
End Date	March 12, 2023
Term III	
Start Date	March 20, 2023
End Date	August 6, 2023

**MEDICAL ASSISTING FALL 2021 - AM**

Term I	
Start Date	September 20, 2021
End Date	February 6, 2022
Term II	
Start Date	February 14, 2022
End Date	July 3, 2022

**MEDICAL ASSISTING SPRING 2022**

Term I	
Start Date	May 30, 2022
End Date	October 16, 2022
Term II	
Start Date	October 24, 2022
End Date	March 12, 2023

**PHLEBOTOMY TECHNICIAN SPRING 2022 - AM**

Term I	
Start Date	May 9, 2022
End Date	July 3, 2022

**PHLEBOTOMY TECHNICIAN SPRING 2022 - PM**

Term I	
Start Date	May 30, 2022
End Date	July 24, 2022

**QA SOFTWARE TESTING WINTER 2023**

Term I	
Start Date	January 9, 2023
End Date	April 30, 2023

**WEB DESIGN SPECIALIST FALL 2022**

Term I	
Start Date	August 29, 2022
End Date	December 18, 2022

**ACADEMIC CALENDAR EVERGREEN PARK**

Future program and term start dates are subject to change.

**CERTIFICATE-LEVEL PROGRAMS:**

New student orientation usually takes place one or two weeks before the start of the term. College success course starts after orientation and ends the day before the term start date. New students should check with their admissions counselor for new student orientation and college success for their program.

**CLINICAL MEDICAL ASSISTING FALL 2021 - AM**

Term I	
Start Date	September 20, 2021
End Date	February 6, 2022
Term II	
Start Date	February 14, 2022
End Date	July 3, 2022
Term III	
Start Date	July 11, 2022
End Date	November 27, 2022

**CLINICAL MEDICAL ASSISTING FALL 2021 - PM**

Term I	
Start Date	November 1, 2021
End Date	March 20, 2022

Term II	
Start Date	March 28, 2022
End Date	August 14, 2022
Term III	
Start Date	August 22, 2022
End Date	January 8, 2023

#### CLINICAL MEDICAL ASSISTING WINTER 2022

Term I	
Start Date	February 21, 2022
End Date	July 10, 2022
Term II	
Start Date	July 18, 2022
End Date	December 4, 2022
Term III	
Start Date	December 12, 2022
End Date	April 30, 2023

#### DENTAL ASSISTING WINTER 2022

Term I	
Start Date	January 24, 2022
End Date	June 12, 2022
Term II	
Start Date	June 20, 2022
End Date	November 6, 2022
Term III	
Start Date	November 14, 2022
End Date	April 2, 2023

#### DENTAL ASSISTING SPRING 2022

Term I	
Start Date	May 30, 2022
End Date	October 16, 2022
Term II	
Start Date	October 24, 2022
End Date	March 12, 2023
Term III	
Start Date	March 20, 2023
End Date	August 6, 2023

#### DIALYSIS TECHNOLOGIST TRAINING PROGRAM FALL 2021

Term I	
Start Date	September 20, 2021
End Date	February 6, 2022
Term II	
Start Date	February 14, 2022
End Date	July 3, 2022

#### DIALYSIS TECHNOLOGIST TRAINING PROGRAM SPRING 2022

Term I	
Start Date	May 30, 2022
End Date	October 16, 2022
Term II	
Start Date	October 24, 2022
End Date	March 12, 2023

#### MEDICAL ASSISTING SPRING 2021

Term I	
Start Date	May 17, 2021
End Date	October 3, 2021
Term II	
Start Date	October 11, 2021
End Date	February 27, 2022

#### MEDICAL ASSISTING FALL 2021 - AM

Term I	
Start Date	September 20, 2021
End Date	February 6, 2022
Term II	
Start Date	February 14, 2022
End Date	July 3, 2022

#### MEDICAL ASSISTING FALL 2021 - PM

Term I	
Start Date	November 1, 2021
End Date	March 20, 2022
Term II	
Start Date	March 28, 2022
End Date	August 14, 2022

#### MEDICAL ASSISTING WINTER 2022

Term I	
--------	--

Start Date	February 21, 2022
End Date	July 10, 2022
<b>Term II</b>	
Start Date	July 18, 2022
End Date	December 4, 2022

**PHLEBOTOMY TECHNICIAN SPRING 2022 - AM**

<b>Term I</b>	
Start Date	May 9, 2022
End Date	July 3, 2022

**PHLEBOTOMY TECHNICIAN SPRING 2022 - PM**

<b>Term I</b>	
Start Date	May 16, 2022
End Date	July 10, 2022

**PHLEBOTOMY TECHNICIAN SPRING 2022 - PM**

<b>Term I</b>	
Start Date	June 20, 2022
End Date	August 14, 2022

**STERILE PROCESSING FALL 2021**

<b>Term I</b>	
Start Date	November 1, 2021
End Date	March 20, 2022
<b>Term II</b>	
Start Date	March 28, 2022
End Date	August 14, 2022

**STERILE PROCESSING WINTER 2022**

<b>Term I</b>	
Start Date	March 7, 2022
End Date	July 24, 2022
<b>Term II</b>	
Start Date	August 1, 2022
End Date	December 18, 2022

**QA SOFTWARE TESTING WINTER 2023**

<b>Term I</b>	
Start Date	January 9, 2023
End Date	April 30, 2023

## WEB DESIGN SPECIALIST FALL 2022

Term I	
Start Date	August 29, 2022
End Date	December 18, 2022

## ACADEMIC CALENDAR SKOKIE

Future program and term start dates are subject to change.

### 2021-2023 CALENDAR FOR

- **ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION**

New student orientation usually takes place one or two weeks before the start of the term. College success course starts after orientation and ends the day before the term start date. New students should check with their admissions counselor for new student orientation and college success dates for their program.

The Spring/Summer term is optional for students already enrolled in the AAS in Business Administration program. It is normally taken by new students joining the program in Spring/Summer, or current students enrolled in optional externship courses or course retakes. Current students who would like to enroll into the Spring/Summer term on FT or PT basis should check with the Registrar's office for course availability.

Winter 2021	
Term Start	January 25, 2021
Term End	May 16, 2021
Spring/Summer 2021	
Term Start	May 24, 2021
Term End	August 15, 2021
Fall 2021	
Term Start	August 23, 2021
Term End	December 12, 2021

Winter 2022	
Term Start	January 24, 2022
Term End	May 15, 2022
Spring/Summer 2022	
Term Start	May 23, 2022
Term End	August 14, 2022
Fall 2022	
Term Start	August 22, 2022
Term End	December 11, 2022

Winter 2023	
Term Start	January 23, 2023
Term End	May 14, 2023
Spring/Summer 2023	



Term Start	May 22, 2023
Term End	August 13, 2023
<b>Fall 2023</b>	
Term Start	August 21, 2023
Term End	December 10, 2023

**2022 CALENDAR FOR**

- **ENGLISH AS A SECOND LANGUAGE**

<b>Winter Term 2022</b>	
Registration/Payment Deadline	January 3, 2022
New Student Orientation	January 3, 2022
Start Date	January 10, 2022
Add/Drop/Schedule Changes	January 21, 2022
Last day to Start	January 21, 2022
End Date	March 27, 2022
<b>Spring Term 2022</b>	
Registration/Payment Deadline	April 11, 2022
New Student Orientation	April 11, 2022
Start Date	April 18, 2022
Add/Drop/Schedule Changes	April 29, 2022
Last day to Start	April 29, 2022
End Date	July 3, 2022
<b>Fall Term 2022</b>	
Registration/Payment Deadline	September 6, 2022
New Student Orientation	September 6, 2022
Start Date	September 12, 2022
Add/Drop/Schedule Changes	September 23, 2022
Last day to Start	September 23, 2022
End Date	November 27, 2022

# College Admissions

## COLLEGE ADMISSION REQUIREMENTS

Must be at least 18 years of age;

Must hold a high school diploma or a recognized equivalent;

Must pass an institutional entrance exam with a minimum Arithmetic score of 252 and Reading Comprehension scores of 246 when applicable;

Admission is subject to the outcome of the program director/faculty interview when applicable.

## ADDITIONAL ADMISSION REQUIREMENTS FOR MINORS

Midwestern Career College is an adult environment, and our students are normally 18 years old or above at the time they start classes. Occasionally the college admits students who are under the age of 18 years. In most cases this is a very temporary situation, as the student is approaching their eighteenth birthday. The College treats all its students as independent, mature individuals and expects them to have the necessary skills to study alongside people of all ages and from a variety of backgrounds. Students who are under the age of 18 years are treated in the same way.

Applicants who are not 18 years of age at the time of application will be considered for admission, provided that they have earned a high school diploma or a recognized equivalent before admission, have met other admission requirement as defined in the catalog, and will turn 18 within the first term of their program of study.

As a student who is under the age of 18 years may not be able to enter into legal contracts, MCC requires at least one of the student's parents or legal guardians to honor all obligations under any contractual agreements with the college that the student enters into prior to his or her 18th birthday. By co-signing the student's enrollment agreement with the college, the student's parent(s) or legal guardian(s) agree to this.

It is the MCC's standard policy that it deals directly with students and not with parents and this policy will also apply to students who are under the age of 18 years. Therefore, the college will correspond with students, not parents, about all the matters related to the student's application, admission, and enrollment at MCC.

The Family Educational Rights and Privacy Act of 1974, (FERPA) is a federal law that protects the privacy of students' education records. An "eligible student" under FERPA is a student who is 18 years of age or older or a student of any age who attends a postsecondary institution. Therefore, MCC considers an "eligible student" any student who is attending MCC or has attended MCC. It means that students under the age of 18 also have the privacy rights under FERPA, including their right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Therefore, MCC will not disclose information contained in the student's education records to other persons, including student's parents, without student's specific written consent.

FERPA does not apply to MCC applicants who have been admitted, but who have not been in attendance.

## ADDITIONAL ADMISSION REQUIREMENTS FOR VOCATIONAL ENGLISH AS A SECOND LANGUAGE

VESL applicants must provide proof of basic workplace skills such as higher education credentials, industry recognized certification(s), or 3rd party work experience verification.

## ADMISSION PROCESS

Attend program information session;

Schedule an interview with an admissions counselor;

Fill out an application form;

Pay a non-refundable application fee if applicable;

Provide copy of a valid, government-issued photo ID;

Provide proof of having earned a high school diploma or equivalent;  
Take an institutional entrance exam for Arithmetic and Reading Comprehension or (ESL or VESL programs) Michigan English Placement Test;  
Submit a personal statement of 250-300 words if applicable;  
Attend an interview with the program director or designee if applicable;  
Complete a background check if applicable;  
Fill out and sign enrollment agreement and all applicable admissions forms;  
Satisfy all program specific admissions requirements as listed in the catalog;  
Satisfy English proficiency requirements for non-native English speakers as listed in the catalog if applicable;  
For F-1 applicants:  
In addition to all of the above, provide all necessary documents for Form I-20 application.

MCC may deny application or re-application to prospective students who fail to complete admission process multiple times or prospective students who violate any Standards of the Student Conduct listed in the catalog.

### **STUDENTS ADMITTED THROUGH CONTRACTUAL TRAINING AGREEMENTS**

Those entering MCC through contractual agreements must also have an Approval for Funding and Training Letter from the organization funding the training in addition to having all the appropriate documents above.

### **INFORMATION FOR STUDENTS WHO HAVE A FELONY(S)**

A felony on your record will not necessarily disqualify you from consideration for admission; however, it can adversely affect your ability to complete the clinical portion of the program (externship) and meet program completion requirements, find employment in the field related to your education or take professional certification exams in the medical professions. We encourage you to consider your personal history when making appropriate education and career choices. If problems arise with either criminal background check or drug screening for students who are already enrolled in the program, these students will not be permitted to attend the clinical portion of the program (externship), which may result in a withdrawal from the program.

### **ENGLISH PROFICIENCY REQUIREMENTS FOR NON-NATIVE SPEAKERS OF ENGLISH**

MCC recognizes its responsibility to ensure that students whose first language is not English have sufficient proficiency to undertake the healthcare programs. Applicants from countries where English is not the primary spoken language and applicants whose native language is not English must demonstrate English language proficiency by providing the school with one of the following:

- Institutional entrance exam with a minimum Reading Comprehension score of 246;
- A Test of English as a Foreign Language (TOEFL) test score of 500 or higher (paper-based test), 173 or higher (computer based) or a 61 or higher (internet-based). Submitted scores must be less than three years old;
- An International English Language Testing System (IELTS) score of 4.5 or better. Submitted scores must be less than three years old;
- Michigan English Placement Test (Michigan EPT) (formerly CaMLA) test score of C1 or higher;
- Successful completion of the MCC's English as Second Language program at the Intermediate level or higher;
- Proof of completion of an accredited college program in the United States;
- A High School diploma or GED certificate issued in the United States;
- A High School or college diploma from a country which uses English as the language for education, such as: Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Canada, Ethiopia, Falkland Islands, Gambia, Ghana, Great Britain, Grenada, Guyana, India, Ireland, Jamaica, Kenya, Liberia, Micronesia, New Zealand, Nigeria, Sierra Leone, St. Kitts, St. Lucia, Solomon Islands, The Philippines, Trinidad, Uganda, United States, Zambia, and Zimbabwe.

### **HIGH SCHOOL DIPLOMA/GED VERIFICATION POLICY**

High school transcripts, GED scores, and other credentials submitted for review will become the property of Midwestern Career College and cannot be returned to the student. The final decision on determination of the validity

of HS diploma lies with MCC and cannot be appealed. Applicants are urged to contact the Admissions Department with any questions they may have regarding their high school or GED credentials.

#### **RECOGNIZED EQUIVALENTS OF A HIGH SCHOOL DIPLOMA**

- a GED certificate;
- a certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma;
- Associate or higher-level college degree.

#### **DOCUMENTS ACCEPTED AS PROOF OF HIGH SCHOOL GRADUATION OR EQUIVALENCY**

- A valid copy of High School Diploma Certificate;
- A valid copy of GED Diploma Certificate;
- A Valid high school transcript with graduation date indicated;
- High School Graduation or passing GED verification letter on school, state, or school board letterhead;
- DD214 form with “High School Graduate or Equivalent” box checked as “Yes”;
- A valid copy of Associate or higher-level college degree diploma or a valid transcript;
- F-1 International students can self-certify that they have a High School diploma or its equivalent by filling out the High School certification form.

“Valid” for High School Transcript means it is in a sealed envelope, or electronically sent, or faxed directly to MCC from a school or school board.

“Valid Copy” for High School Diploma, GED Certificate, or Associate or higher-level college degree diploma means the original must be witnessed by an MCC staff member, and the copy must have a signature from the MCC staff member that the original was witnessed.

For students applying for Title IV Financial Aid:

- A filled out self-certification form is not sufficient to prove the completion of high school or equivalency;
- A certificate of attendance and/or high school completion is not sufficient. Such a certificate may be issued without a student having completed all of the academic graduation requirements, including passing any required examinations. A state must consider a certificate or high-school-completion-equivalency test as equivalent to a high school diploma in that state in order for it to be considered equivalent to a high school diploma for Title IV aid eligibility purposes.

#### **CRITERIA USED TO DETERMINE VALIDITY OF HS CREDENTIALS**

Midwestern Career College uses the following criteria to determine the validity of high school or equivalency credentials:

##### **FOR ALL APPLICANTS**

- Is there any conflicting information from an applicant regarding his or her high school/GED credentials?
- Did the student graduate from a public high school in the United States or its territories?

##### **FOR NON-PUBLIC SCHOOL GRADUATES**

- Is the applicant’s high school diploma recognized or approved in the state from which it was granted?
- Does the U.S. Department of Education recognize the high school’s accrediting body?
- Has MCC or other accredited higher education institutions previously questioned the applicant’s diploma as being granted from a diploma mill?
- Does the State Board of Education or equivalent agency consider the high school valid?

#### **FOR STUDENTS WHO HAVE A GED OR OTHER HIGH SCHOOL EQUIVALENT**

- Was the high school equivalent issued by the state from which it was granted?
- Midwestern Career College will only honor state-issued GED. GED or other equivalency certificates that were completed online will not be accepted.

#### **FOR HIGH SCHOOL DIPLOMAS EARNED OUTSIDE OF THE UNITED STATES AND ITS TERRITORIES**

- All high school transcripts that are not from an American institution must be evaluated for equivalency.
- All evaluations must be completed by an approved NACES agency or by AACRAO Evaluation Services.
- Transcripts in a language other than English must also include an official English translation.
- Any costs incurred will be the responsibility of the student and are to be paid directly to the agency(s) performing the service(s)

#### **FOR STUDENTS WHO WERE HOMESCHOOLED**

- Has the student completed homeschooling at the secondary level as defined by state law?

Although homeschooled students are not considered to have a high school diploma or equivalent, they are eligible to receive FSA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, she must obtain this credential to be eligible for FSA funds if the state requires it.

In Illinois homeschooling can be considered private schooling if the teacher(s) were competent, the required subjects were taught, and the student received an education at least equivalent to public schooling.

#### **DOCUMENTATION REQUIREMENTS FOR HOMESCHOOLED STUDENTS**

Applicants who were homeschooled are required to provide the following documentation:

1. A letter from the primary instructor (can be from a parent if the parent was a primary instructor) stating:
  - The number of years of homeschooling
  - The names of the person(s) in charge of homeschooling
  - The source(s) of curriculum
2. For all the courses taken:
  - A list of course titles/course description
  - Grades, if any
  - Credits, if any
  - Dates of completion
  - Test scores if any
  - Textbook list
3. If some of the coursework was completed in collaboration with school(s) or other third-party organization(s):
  - An official transcript from each school or third-party organization
  - Test scores if any
4. Applicants who were home-schooled in Illinois must provide proof that the following subjects were covered:
  - Social Sciences
  - Physical Development and Health
  - Fine Arts
  - Language Arts
  - Biological and Physical Sciences

- Mathematics

### **TRANSFER OF STUDENTS FROM OTHER INSTITUTIONS**

Students transferring to MCC from another institution must contact Admissions Department and follow a standard Admission Process.

MCC limits the number of transfer credits accepted from other institutions to 49% for any chosen program of study.

### **TRANSFER OF STUDENTS BETWEEN PROGRAMS WITHIN COLLEGE**

Students may be able to transfer from one program or program cohort to another and from one of the College's locations to another. Students wishing to change programs or locations must contact Registrar's Office for approval.

### **RESIDENCY REQUIREMENTS FOR AAS DEGREE PROGRAMS**

Students must take at least 51 % of coursework at Midwestern Career College to earn an Associate of Applied Science Degree with the College.

### **TRANSFER CREDIT POLICY**

Outside of existing articulation agreements, MCC will evaluate and consider awarding academic credit for credit earned at higher education institutions accredited by the agencies recognized by the United States Department of Education or similarly accredited international institutions.

To have credits considered for transfer, a student must have an official transcript from his or her previous institution(s) sent to MCC. The College must receive official transcripts no later than two weeks prior to the term start date. Unofficial transcripts, hand carried transcripts in sealed envelopes, and copies of official transcripts will not be accepted.

Students may be required to provide a catalog, course descriptions, syllabus, or other relevant documents to help determine course equivalency.

All transcripts that are not from an American institution must be evaluated on a course-by-course basis. All evaluations must be completed by an approved NACES agency or by AACRAO Evaluation Services.

Transcripts in a language other than English must also include an official English translation.

Any costs incurred for evaluation and/or translation services will be the responsibility of the student and must be paid directly to the agency performing the service.

Transcripts submitted to MCC for credit transfer consideration become the property of the College and cannot be returned to the student or forwarded to other institutions.

### **TO BE CONSIDERED FOR TRANSFER**

To be considered for transfer:

- The course must be comparable in nature, content, and level of credit to an MCC course. Generally, MCC will not consider for transfer any courses that have a smaller credit load than a corresponding MCC course.
- The course must be completed within ten (10) years from the date of the request and awarded a grade of C or higher (70 or above.)
- MCC may award transfer credit for valid and or active industry certifications or nationally recognized licensure examinations based on the appropriateness and applicability of the credential to the MCC program curriculum.

MCC will not award transfer credit for the following types of courses:

- Remedial, retraining, or non-credit courses;

- Professional development, in-service education, continuing education courses, or other similar courses designed for individuals who want to upgrade their occupational or professional skills, acquire new skills or prepare for a proficiency examination.

MCC reserves the right to limit the transferability of credit based on the source of credit, the method of instruction, or the duration of the term. The final determination on the transferability of credit is made by MCC and cannot be appealed.

## Student Accounts

### PAYMENT POLICY AND METHODS OF PAYMENT

Students must satisfy all financial obligations with the college. Students are expected to pay their term tuition and fees prior to the first day of class of each term unless a payment plan arrangement has been made. Students who fail to keep up with the approved payment plan, issue personal checks that are returned by banks, provide incorrect or out of date credit card or ACH information, or fail to make a good faith effort to keep up with their financial obligation with the college may not be allowed to attend courses and may be subject to cancellation of the payment plan, late charges, and dismissal. Students who have an outstanding balance per payment term schedules will not be placed at an externship site. MCC reserves the right to withhold Certificate(s) of Completion, Certification exam(s) certification eligibility/recommendation letter(s), and official transcripts from the student until all payments are paid in full to the college.

MCC may refer a delinquent account to a collection agency for failure to pay a balance by a scheduled due date, or failure to make acceptable payment arrangements to bring an account current. Students may be charged with any and all collection fees incurred by Midwestern Career College in the attempt to collect an outstanding balance.

Administrative, clerical, or technical billing errors do not absolve a student or MCC of the financial responsibility to pay or refund the correct amount of tuition, fees, and other associated financial obligations.

### FORMS OF PAYMENT

A student may make a payment by check, credit/debit card or money order.

### PROGRAM COST

Please refer to the Tuition and Fees Breakdown listed in the catalog. In addition, each program cost of attendance can be received at the Financial Aid Office upon request.

### FINANCIAL AID

Financial Aid includes grants and loans. The amount of grants and loans depends upon several factors which could only be determined after a prospective student completes the Free Application for Federal Student Aid (FAFSA®). Upon completion of processing of FAFSA® application, the College will issue the prospective student an Award Letter which will contain amounts of grants and loans that prospective student may qualify for.

Financial Aid is available for the following programs for those who qualify:

- Associate of Applied Science in Accounting
- Associate of Applied Science in Business Administration
- Associate of Applied Science in Diagnostic Medical Imaging Radiography
- Associate of Applied Science in Diagnostic Medical Sonography
- Associate of Applied Science in Information Technology
- Associate of Applied Science in Magnetic Resonance Imaging (MRI)Technology
- Associate of Applied Science in Marketing
- Associate of Applied Science in Non-Invasive Cardiovascular Sonography

- Associate of Applied Science in Surgical Technology
- Clinical Medical Assisting
- Dental Assisting
- Dialysis Technologist Training Program
- Electroneurodiagnostic (END) Technologist
- Medical Assisting
- Sterile Processing

**A STUDENT MAY APPLY FOR FINANCIAL AID AT:**

**[www.fafsa.ed.gov](http://www.fafsa.ed.gov)**

School Code: 041390

For more information on Financial Aid Policies and Procedures see Financial Aid Policies section of this catalog

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) GRANTS/VOUCHER PROGRAM**

An unemployed, under-paid or laid-off applicant may qualify for this grant. Please contact your local unemployment office to check the eligibility requirements and to start the grant/voucher process. Students should contact the Business Office if approved for this funding option or if they have questions about WIOA eligibility.

**VA EDUCATION BENEFITS**

VA education benefits can help eligible students pay tuition, choose a career, and more. If you are an active-duty service member or Veteran, a member of the National Guard or Reserves, or a qualified survivor or dependent, find out if you can get VA education benefits through the GI Bill®\* and other educational assistance programs.

**APPLICATION FEE WAIVER**

MCC waives program application fee for all eligible service members, including eligible spouses.

**GI BILL®**

The Montgomery GI Bill® (MGIB-AD, Chapter 30) can help eligible students pay for education and training programs. If you have served at least 2 years on active duty, find out if you qualify for the MGIB-AD program. For additional information visit the U.S. Department of Veterans Affairs GI Bill® information website at <https://www.va.gov/education/>.

The Post 9/11 GI Bill® (Chapter 33) can help eligible students pay for school or job training. If you have served on active duty after September 10, 2001, you may qualify for the Post-9/11 GI Bill® (Chapter 33). Find out if you can get this education benefit. For additional information visit the U.S. Department of Veterans Affairs GI Bill® information website at <https://www.va.gov/education/>.

Other VA Education and Training benefits may be available. Prospective and current students should speak with MCC's School Certifying Official or go to <https://benefits.va.gov/gibill/> to help determine eligibility for the following education and training benefits:

- Chapter 30 – Montgomery GI Bill® (Active Duty)
- Chapter 31 – Vocational Rehabilitation Benefits
- Chapter 33 – Post 9/11 GI Bill®
- Chapter 35 – Survivors and Dependents Assistance
- Chapter 1606 – Reserve GI Bill®
- Chapter 1607 - Reserve Educational Assistance Program (REAP)

\*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill/>.



## **VA PENDING PAYMENT COMPLIANCE POLICY**

In compliance with 38 USC 3679(e), beginning August 1, 2019, and despite any policy to the contrary, Midwestern Career College will not take any of the four (4) following actions towards any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to their account;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, library, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Students should see MCC's VA School Certifying Official if they have any questions about the requirements.

## **EMPLOYER-SPONSORED TUITION ASSISTANCE PROGRAMS**

Students with employers providing payment for tuition/fees must present written documentation on company letterhead to the Financial Aid Office. This documentation must contain the student's name, the amount of payment, and terms of the agreement. The terms of the agreement must include payment made directly to the college, not directly to the student. If there are tuition/fees that are not covered by the agreement, the student must pay these charges either in full or by setting up an Installment plan with the college. Midwestern Career College will honor agreements that delay payment, stipulate that student grades must be received before payment is made, or payment that is made directly to the student, however the student will have to secure educational costs before finalizing the admissions process.

## **NON-FEDERAL STUDENT LOANS (PRIVATE LOANS)**

Many lenders offer private loans to students to supplement their federal financial aid. Such loans are not subject to federal student loan rules and provisions and may be less favorable than Title IV, HEA programs. Terms of repayment, including interest rates, vary by loan. Lenders will determine applicant's creditworthiness before approving these loans. A loan applicant also may be required to provide a credit worthy co-signer before a loan will be approved. Students should only consider a private loan after exhausting all federal, state, and institutional resources. Additional information is available at the Business Office.

## **OTHER AID OPTIONS**

If eligible, students attending Midwestern Career College may also receive funds to meet educational costs from Social Security, Worker's Compensation, employee tuition waivers, and other organizations and agencies providing scholarships and grants. The students should contact the Financial Aid Office if approved for these funding options or if they have any questions about eligibility.

## **PAYMENT PLANS**

The following payment plans are applicable only for program tuition costs. All program fees are due on the day they are charged to the student account.

- AAS Programs in Allied Health Payment Plan: \$3,000 down-payment, with the remainder equally spread throughout the months of the program.
- AAS in Business Administration Payment Plan: Term tuition is split in two payments, with the first half due before the beginning of the term and the second half due week seven (7) of the term.

- Certificate-level programs: \$2,000 down-payment, with the remainder equally spread throughout the months of the program. Not applicable to ESL and VESL programs.

The following rules apply:

- One-time \$100 finance fee is included in all payment plans;
- Students are required to complete a recurring payment authorization form to complete enrollment in the payment plan. All students who do not submit a recurring authorization form will be required to pay the term balance, in full, on or before the start date of each term.
- All payments will be debited from student account on or within 5 business days from the specified due date.
- Every declined transaction will incur a failed transaction fee. Card payments declined multiple times will incur multiple failed transaction fees.

## INSTITUTIONAL SCHOLARSHIPS

Students wishing to apply for the institutional scholarships need to complete a scholarship application form available through the Financial Aid or Business Offices. All scholarship applications must be submitted before the start of the term for which scholarship funds are applied to. Forms can be submitted in person to the Business Office representative or via email to [scholarships@mccollege.edu](mailto:scholarships@mccollege.edu) unless a different submission method is specified on the application form. All scholarships are applied directly towards the cost of tuition in the subsequent term and hold no cash value. Quantity of scholarship awards available are limited to funds availability, and MCC reserves the right to reduce the amount of scholarship and alter the terms of qualification at any time and without notice.

- **Back to School Scholarship:** Midwestern Career College allied health certificate (two terms at minimum) and associate-level program graduates are eligible for tuition discount of 6% when they return to MCC for another certificate or associate-level program. This discount cannot be combined with transfer credit tuition reductions. Inquire with your admissions representative when enrolling in MCC. Not applicable to VESL and ESL programs or Medical Assisting graduates switching to Clinical Medical Assisting program.
- **Academic Excellence Scholarship:** A select number of \$500 scholarships may be available to students enrolled in the Allied Health Programs. To be eligible for a scholarship for any term that starts on or after January 8, 2019:
  - Students must be enrolled in one of MCC's Allied Health Programs; Not Applicable to AAS in Business Administration, AAS in Accounting, AAS in Marketing, VESL and ESL programs;
  - Students must be enrolled in at least 9 credit hours per term excluding externship course(s), earn a term GPA of 3.75 or higher, and achieve 90% or higher term attendance;
  - Students must submit a completed scholarship application form prior to the start of the next term. All fields must be completed;
  - Students must be in good academic, financial and conduct standing with the school at the time of scholarship application review.
- **Step-Up Scholarship:** A select number of \$350 one-time scholarships may be available to VESL and ESL program students who would like to continue their education in any of MCC's Associate of Applied Science Programs. To qualify applicants must:
  - Be an active MCC student enrolled in any English language training courses;
  - Be in a good academic and financial standing with the College at the time of scholarship review;
  - Pass Intermediate, High-Intermediate, Advanced, or Professional English classes at MCC, or have a Michigan EPT (formerly CaMLA) test score of C1 or higher;
  - Have been accepted to enroll in any Associate of Applied Science programs offered at MCC;
  - Complete the personal statement explaining how the English language training they received at MCC helped them to advance their education to the next level;
  - Submit a completed scholarship application to [international@mccollege.edu](mailto:international@mccollege.edu) before the scholarship application deadline.

- **Pay It Forward Scholarship:** A selected number of \$1,000 one-time scholarships may be awarded to new applicants enrolling in selected healthcare programs. To qualify applicants must:
  - Be applicants that are new enrollees at MCC;
  - Be applying to one of the following programs: Clinical Medical Assisting, Dialysis Technologist Training, AAS in Surgical Technology, or Electroneurodiagnostic (END) Technology;
  - Be applying for full-time enrollment;
  - Submit a completed scholarship application form by the published deadline. All fields must be completed;
  - Must be accepted into the program, satisfy payment obligations for the first term, and have no administrative holds with the college;
  - Be in good academic, financial and conduct standing with the school at the time of scholarship application review.
- **Medical Assisting Alumni Scholarship:** A select number of \$150 one-time scholarships may be available to MCC Medical Assisting alumni who started the program prior to Fall 2021 term to cover the cost of optional post-graduation clinical experience (externship). To qualify applicants must:
  - Have graduated from MCC Medical Assisting program within 90 days of scholarship application with the cumulative GPA (CGPA) above 3.0 and overall attendance percentage above 75%;
  - Have met registration requirements for Medical Assisting externship course and received Externship Department's clearance to participate in the clinical experience;
  - Submit a completed scholarship application form prior to the start of the clinical rotation. All fields must be completed;
  - Be in good academic, financial and conduct standing with the school at the time of scholarship application review.

The scholarship award will be applied to the student's account after the completion of at least 160 hours of the clinical rotation with Satisfactory (S) grade. Students who do not complete the required hours for the clinical rotation and/or do not receive Satisfactory (S) grade for the externship course will be charged the full tuition amount for the course as posted in the catalog with the payment due immediately.

- **Dialysis Technologist Alumni Scholarship:** A select number of \$150 one-time scholarships may be available to MCC Dialysis Technologist Training Program alumni to cover the cost of optional post-graduation clinical experience (externship). To qualify applicants must:
  - Have graduated from MCC Dialysis Technologist Training Program within 90 days of scholarship application with the cumulative GPA (CGPA) above 3.0 and overall attendance percentage above 75%;
  - Have met registration requirements for Dialysis externship course and received Externship Department's clearance to participate in the clinical experience;
  - Submit a completed scholarship application form prior to the start of the clinical rotation. All fields must be completed;
  - Be in good academic, financial and conduct standing with the school at the time of scholarship application review.

The scholarship award will be applied to the student's account after the completion of at least 220 hours of the clinical rotation with Satisfactory (S) grade. Students who do not complete the required hours for the clinical rotation and/or do not receive Satisfactory (S) grade for the externship course will be charged the full tuition amount for the course as posted in the catalog with the payment due immediately.

- **First Responders Family-Friendly Scholarship:** First Responders Family-Friendly Scholarship is available to first responders and their spouses and dependents in the amount of \$1,000 scholarship award towards an associate degree, or in the amount of \$500 scholarship award toward Certificate program. Those eligible include:

- First Responders in active service including Law Enforcement Officers, Firefighters, Paramedics, and Emergency Medical Technicians.
  - Spouses of First Responders indicated above.
  - Dependents of First Responders indicated above.
- **Military Family-Friendly-Scholarship:** The Military Family-Friendly Scholarship is available to active military personnel, veterans, and their spouses and dependents in the amount of \$1,000 scholarship award towards an associate degree, or in the amount of \$500 scholarship award toward Certificate program. Those eligible include:
    - Military personnel, active service, or veterans.
    - Spouses of service personnel or veterans.
    - Dependents of service personnel or veterans.
  - **Additional scholarships/discounts** are available to employees of MCC business partners. Please inquire with the Business Office what employees qualify and at what discount.

### **CERTIFICATION EXAM REIMBURSEMENT POLICY**

MCC will reimburse the cost of the certain certification once per the certification attempt. Students should check with the Business Office for their program cohort eligibility.

To qualify for reimbursement students must:

- Receive written approval from the Program Director or designee before applying for the certification exam. Passing the program exit exam or certification preparation exam may be required to receive approval;
- Attempt the certification exam no later than 180 days from the program completion date;
- Provide a copy of the certification exam results (passing or failing) to the Program Director or designee within 14 calendar days of taking the exam or within 14 calendar days of the receipt of the certification exam results, if the results are not available immediately;
- Provide a copy of payment receipt to the Program Director or designee;
- Be in good academic, financial, and conduct standing with the college at the time of reimbursement.

If certification exam cost changes, MCC will reimburse the student up to the amount listed on this disclosure, but not higher than the actual cost of the certification exam as paid by the student. MCC will not reimburse for the certification exam costs paid by third parties. If a student has an open balance with the college, the certification exam reimbursement will be applied directly towards the student's open balance. If a student does not have an open balance with the college, a check will be mailed to the student's address on file with the college, unless other arrangements are made in advance with the Business Office. The policy may change with or without notice.

### **BUSINESS OFFICE HOLD**

In order for a student to register for future classes or access their coursework in the learning management system (LMS), their financial obligation to the college must be current. Students who do not comply with their financial obligation may be placed on a Business Office Hold. Students who have a Business Office Hold on their account will need to pay an outstanding balance plus late fees, if any, before their LMS access is reinstated and/or they are permitted to register for future classes. Students should contact Business Office with any questions.

### **CANCELLATION POLICY AND STUDENT'S RIGHT TO CANCEL**

All notices of cancellations must be made in writing to the Office of Admissions.

- The student has the right to cancel the Enrollment Agreement until midnight of the fifth (5<sup>th</sup>) business day after the date of admission but prior to the first (1<sup>st</sup>) day of class. All tuition and instructional fees, including the registration fee shall be refunded to the student.

- When notice of cancellation is given after midnight of the fifth (5<sup>th</sup>) business day following the date of admission but prior to the close of business on the student's first (1<sup>st</sup>) day of class attendance, the college will retain the registration fee.
- New students are subject to a 15-calendar-day evaluation period at the beginning of their first term, during which time the college will evaluate the student's readiness to engage in his or her academic program. In order to meet the 15-day requirements, a student must show acceptable levels of attendance, academic progress, and completion of the enrollment process. In the event that the college determines that the student is not prepared to engage with his or her program of study, the student will be cancelled from all classes. Students cancelled by the college shall receive a refund of all tuition and instructional fees, other than fees for any instructional materials that are not returned. Refunds will be issued within 45 calendar days of the date of cancellation.
- Application fees are non-refundable.

## REFUND POLICY

The following Refund Policy is applicable to all students unless otherwise noted in their Enrollment Agreement. Refunds are made within forty-five (45) days from the date of official or unofficial withdrawal. Refunds are made directly to the source of payment. Deposits or down payments shall become part of the tuition.

- When a notice of withdrawal is given within the first five (5) scheduled days of instruction, the college will refund full tuition and other instructional fees and retain the registration fee.
- When a notice of withdrawal is given after the first five (5) scheduled days of instruction, the college will retain the registration fee and shall refund a part of the tuition in accordance with the following schedule:

Percent of Term Completed	Percent of Tuition Refunded
1% -10%	90%
11%-20%	75%
21% - 50%	50%
51% and over	0%

A day of instruction is defined as any day in which a class is scheduled for the student's program of study.

Percentage of term completed is calculated by the number of calendar days between the official term start date and the student's last day of attendance divided by the total number of days between the official term start and end dates. The percentage is rounded to the nearest whole number.

- The college shall refund all tuition and instructional fees paid by the student in the following circumstances:
  - a. The college did not provide the prospective student with a copy of the student's Enrollment Agreement and the link to the catalog;
  - b. The college cancels or discontinues the program of study in which the student is enrolled without providing the student with a teach-out option. The student must be active in the program at the time of program cancellation.

In addition to the Refund Policy outlined above, the College shall use the "Return to Title IV Funds (R2T4) Policy" required by the U.S. Department of Education when performing R2T4 funds calculations.

## TAX INFORMATION

### 1098-T TAX FORMS

The Taxpayer Relief Act of 1997 requires that all educational institutions provide U.S. citizens or permanent residents with a tax form detailing qualifying tuition and related expenses for the calendar year. This form is referred to as Form

1098-T. Educational institutions are not required to provide forms to non-resident aliens. As a result, you may not receive a form if you are a non-resident alien.

Form 1098-T will be mailed to the student using the address that is on record no later than January 31 of each year. It is imperative that the student keeps important information such as address and social security number up to date with the Financial Aid department, as this information is submitted to the IRS and ensures proper mailing of the form. If Social Security numbers are not updated in our student database system, students will be required to submit a W-9 form along with a copy of their social security card or Taxpayer Identification Number (TIN) to ensure that the proper social security number or Taxpayer Identification Number (TIN) is reported to the IRS.

The deadline for this is March 1 of every year for the prior year's qualifying tuition.

Please note that under the Federal Privacy Act of 1974, Midwestern Career College is allowed to request Social Security Numbers (SSNs)/TINs from students for purposes of meeting this legal obligation and to fulfill the IRS tax requirement. Submitting a copy of the social security card or Taxpayer Identification Number (TIN) to update our student database is mandatory.

Incorrect names and or Social Security numbers or incorrect Taxpayer Identification Number (TIN) or a missing social security number or TIN must be resolved by the student before any 1098-T will be issued. In order to resolve this issue, a student must submit a copy of their Social Security card/TINs. Submitting a copy of their social security card or Taxpayer Identification Number (TIN) to update our student database when a conflict arises is mandatory.

Please consult with your tax preparer on filing appropriately, depending on your status. MCC is not responsible for student filing incorrectly with the IRS.

For additional information and instructions on Form 1098-T, please see IRS Publication 970 or [www.irs.gov](http://www.irs.gov).

Student Financial Aid Tax Reporting – 61 U.S. Code § 6109 and IRS Form 1098T, Student Financial Aid Educational institutions must use student SSNs in reporting financial aid applicants to the IRS. Form 1098T uses the SSN as an identifier. Even if universities and colleges can determine a student's identity and eligibility for financial aid without the SSN, the institution will need to collect the SSN for IRS Form 1098T.

## Academic Policies

### ATTENDANCE POLICY

Class attendance is critical to students' academic success. MCC recognizes the correlation between attendance and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Class attendance is required beginning with the first class session, and students are expected to attend all class sessions for which they are registered. It is the responsibility of the student to arrange to make up all course work missed because of legitimate class absences and to notify the instructor when an absence will occur. Students who are reported as never attending a course may be withdrawn from the class by the College. Funds may be adjusted or rescinded for students who are receiving financial aid or veterans' benefits.

### ADDITIONAL ATTENDANCE REQUIREMENTS FOR STUDENTS RECEIVING GI BILL® BENEFITS

Minimum attendance requirement for students receiving GI Bill® benefits is 75%.

### GRADING SYSTEM

A=90% or above

B=80%-89%

C=70%-79%  
F=69% or below

Letter Grade	Definition	Description	GPA/CGPA Calculation
AU	Audit	The student has audited the previously passed course	Not calculated
I	Incomplete	Some coursework is outstanding	Not calculated
IP	In Progress	The grade was not available at the time the transcript was printed	Not calculated
S	Satisfactory	The student has taken the course on a pass/fail basis and earned credit	Not calculated
TC	Transfer Credit	The student received transfer credit from another program/institution	Not calculated
U	Unsatisfactory	The student has taken the course on a pass/fail basis and failed to earn credit	Not calculated
W	Withdrawal	The student withdrew from the course within add/drop period if defined for a program of study	Not calculated

## GRADE CHANGES

In general, all grades submitted by Instructors at the end of the course are final and cannot be changed because of a student resubmitting the coursework or submitting additional coursework, unless pre-approved by the Instructor. (See Incomplete Policy). However, if an incorrect final grade was submitted to Registrar's Office due to Instructor's clerical/calculation error, it can be corrected within 30 days from the original grade submission deadline. If the student is aware of the incorrect grade issued for his or her coursework, it is the student's responsibility to contact the corresponding instructor or the Registrar's Office and to request the grade to be corrected before the grade change deadline. Once the 30-day mark has passed, all grades will become permanent.

## GRADE APPEAL POLICY

The purpose of the Grade Appeal Policy is to allow students to dispute the cases of alleged academic injustice relating to a final grade. The grade appeal is appropriate only when there is alleged capricious and arbitrary behavior on the part of the instructor.

Arbitrary refers to a grading decision for which there is no sound academic reason or a decision based solely on preference or whim.

Capricious refers to a grading decision not resulting from a reasonable and announced grading policy and procedure.

## GRADE APPEAL PROCEDURE

1. Grade Appeal form can be obtained in the Registrar's office.
2. The student must fill out a Grade Appeal form and submit to the Registrar's Office within 30 calendar days from the course end date.
3. The appeal will be reviewed by the Registrar's Office and the Director of Academic Operations within three business days.
4. The Registrar's Office will process all approved Grade Changes within two business days.
5. If grade appeal is denied, the grade appeal form with attached explanation will be submitted to Registrar's office by the Director of Academic Operations.
6. The student will be notified of the outcome by the Registrar's Office or designee.

## INCOMPLETE GRADE POLICY

An I (Incomplete) grade is a temporary grade, which may be given at the instructor's discretion if the following criteria are met:

- The student's work to date is passing.
- At least 70 percent of the required coursework is completed.
- Required work may be reasonably completed within 30 days of the final grade due date.
- The Incomplete grade is not given as a substitute for a failing grade.

- Students who missed the final exam/quiz, but otherwise have a passing grade in all other grade book categories have 14 calendar days after grade submission deadline to complete the final exam if approved by the instructor.

Appropriate grades must be assigned in all other circumstances. A student who receives a grade of Incomplete must progress to the next course while simultaneously completing the outstanding work for the course with the grade of Incomplete. A grade of Incomplete cannot be awarded in place of a failing grade when a student is required to repeat a course to meet the prerequisite requirement. An Incomplete grade is not calculated toward a student's GPA/CGPA. Additionally, an Incomplete grade may not be considered a passing grade for purposes of determining academic standing, federal financial aid eligibility, or other purposes.

#### **PROCEDURE FOR REQUESTING AN INCOMPLETE GRADE**

1. The student contacts the course instructor and explains the need for an Incomplete
2. If the instructor grants the request, he or she completes an Incomplete Grade Contract Form
3. The instructor and the student sign the Incomplete Grade Contract Form

The purpose of the Incomplete Grade Contract Form is to list the coursework that must be completed by the student for the Incomplete to be removed and replaced with a grade. Both the instructor and the student are required to sign the form and retain a copy.

Once the coursework is completed and the instructor assigns the appropriate grade on a Change of Grade Form, it is submitted to the Associate Registrar for processing. The new grade will be included in the calculation of the GPA/CGPA.

The grade change will appear only on the student's transcript. The final grade roster and the grade book will continue to show the original grade submitted for the course.

#### **SEMESTER CREDIT DEFINITION**

The College follows semester credit system and uses the following definition of semester credit. A semester credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities.



## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress (SAP) policy applies to all students, both full-time and part-time, enrolled in all programs offered at MCC. All periods of a student's enrollment in the program of study, including those in which financial aid was not received, are used in determining Satisfactory Academic Progress.

### EVALUATION POINTS

To determine overall satisfactory academic progress, MCC programs are divided into evaluation periods. The evaluation period is equal to an academic term. The SAP is evaluated at the end of each academic term. For students receiving Title IV Financial Aid, it also means that their SAP is evaluated at the end of each payment period to determine their continuing Title IV FA eligibility.

Satisfactory Academic Progress is measured by:

1. A student's cumulative grade point average (CGPA) – a qualitative component;
2. A student's cumulative pace of completion (progress toward the completion of their program, completion rate) – a quantitative component;
3. Maximum time frame – the ability of a student to complete the program within 150% of the program length in semester credits.

To be considered as making satisfactory academic progress, a student must achieve minimum requirements for both cumulative GPA and cumulative pace of completion according to the minimum requirements listed below and be able to complete the program within 150% of the original program length at each evaluation point.

At the end of the 1st term:

Cumulative GPA = 1.5 and cumulative completion rate = 50%

All consecutive terms:

Cumulative GPA = 2.00 and cumulative completion rate = 66.67%

### CUMULATIVE GRADE POINT AVERAGE (CGPA) CALCULATION

CGPA is calculated by multiplying the grade points from each course by the credit hours assigned to that course, then adding products of each course and dividing by the total credits attempted.

<b>A</b>	Quality Points	4.00
<b>B</b>	Quality Points	3.00
<b>C</b>	Quality Points	2.00
<b>F</b>	Quality Points	0.00

For example:

Cumulative GPA =  $[(4.0 \times 3) + (2.0 \times 2) + (3.0 \times 1)] / 6 = 3.1$

Course	Grade	Grade Points	Course Credit Hours
1	A	4.0	3
2	C	2.0	2
3	B	3.0	1

### **PACE OF COMPLETION CALCULATION**

Cumulative pace of completion or completion rate is calculated by dividing the total of earned credits by the total of attempted credits in all the terms completed by the student.

### **SAP EVALUATION PROCEDURES**

The following actions will occur at each SAP evaluation point:

1. Each student's CGPA is reviewed to determine if the student is meeting the minimum SAP standard
2. Each student's cumulative pace of completion is reviewed to determine if the student is meeting the minimum SAP standard
3. Each student's MTF is reviewed to determine that the student is able to complete the program within 150% of the original program length.

### **SAP WARNING**

Students who are not meeting qualitative and/or quantitative SAP standards for the first time, but are still meeting MTF, will be placed on SAP Warning status until the end of the evaluation period. Students on SAP Warning who are receiving financial aid may continue to receive financial aid until the end of the payment period.

A student may not be granted a warning status if at the evaluation point it is determined that they are not able to complete the program within 150% of the original program length.

A student may not be granted consecutive SAP warning statuses.

SAP Warning status is assigned without an appeal or other action needed by the student. Students will be notified within 10 business days of being placed on SAP Warning status. Students on SAP Warning are encouraged to participate in academic advising.

Students placed on SAP Warning and still failing to meet SAP standards at the next evaluation point will be academically suspended and must appeal to remain in school. Students receiving financial aid will also be placed to Financial Aid Suspension and will not be eligible receive additional FSA funds unless they appeal, and their appeal is approved. Students will be notified within 5 business days of being placed on Academic and, if applicable, FA Suspension statuses.

### **SAP APPEAL DUE TO MITIGATING CIRCUMSTANCES**

A student may appeal the academic suspension and, if receiving Financial Aid, the loss of financial aid eligibility if extenuating circumstances interfered with student's ability to meet Satisfactory Academic Progress (SAP) standards.

To appeal, students must write an appeal letter addressed to the SAP Committee. Email sent from the MCC student account is acceptable, provided it meets the requirements listed below.

The appeal letter must include an explanation of the circumstances that caused the student's unsatisfactory progress, as well as what has changed in the student's situation that would result in the improvement of progress. The student must be able to provide documentation to support mitigating circumstances.

Circumstances must meet one of the following criteria:

- Prolonged illness, medical condition, or injury to the student or an immediate family member
- Death of an immediate family member
- Other extenuating circumstances beyond the student's control

Documentation may include but is not limited to:

- Physician's letters and hospital records

- Death certificate or obituary
- Court or police documents
- Letters from third-party professionals on their letterhead

Students may appeal any of the SAP components, including MTF.

The appeal may not be based upon the lack of knowledge of SAP standards, the need for financial aid assistance or the lack of knowledge that the financial aid assistance or student's F-1 status was in jeopardy.

### **APPEAL PROCESS**

All Academic Suspension Appeals must be submitted by the fifth business day of a term immediately following the suspension:

To appeal the student must:

1. Submit an appeal letter addressed to SAP Committee.
2. Attach official documentation of the mitigating circumstances that affected the student's academic performance.
3. Continue to attend regularly scheduled classes while the appeal is under review.

If an appeal is not submitted by the fifth business day of a term immediately following the suspension, the student will be academically dismissed and must request readmission through standard admission procedures in addition to submitting an appeal.

All appeals will be reviewed within five business days of the appeal submission. MCC will provide notice to the student concerning the result of the student's appeal within three business days following the decision.

If their appeal is approved, the student will be placed on SAP Probation for one evaluation period. Students receiving financial aid will regain their financial aid eligibility for one payment period.

If the appeal is denied, the student will be no longer eligible to receive financial aid. (See Procedures for Reestablishing Satisfactory Academic Progress).

### **FAILURE TO MEET SAP DUE TO DISRUPTIONS CAUSED BY THE COVID-19 PANDEMIC**

Section 3509 of the CARES Act allows institutions to exclude from the quantitative component (pace measurement) of satisfactory academic progress (SAP) attempted credits a student was unable to complete as a result of the COVID-19 national emergency. It is not necessary for a student to fill out a formal SAP appeal for the college to exercise this flexibility. However, to exclude attempted credits from SAP, the college must be able to reasonably determine that the student's failure to complete those credits was the result of a COVID-19 related circumstance. A college will ask the student to complete a form confirming their situation falls under COVID-19 related circumstance. Allowable circumstances include, but are not limited to, illness of the student or family member, need to become a caregiver or first responder, economic hardship, added work hours, loss of childcare, inability to continue with classes via distance education, inability to access wi-fi due to closed facilities.

### **SAP PROBATION**

SAP Probation is a Status assigned to a student who fails to make satisfactory academic progress and who has successfully appealed and has had his or her enrollment reinstated for one evaluation period. Students receiving financial aid will regain their financial aid eligibility for one payment period. Students on SAP Probation must participate in academic advising as deemed necessary by the college as a condition of their probation. Students placed on SAP Probation must meet SAP by the end of the evaluation period unless they had been previously placed on the Academic Recovery Plan. Students who are not meeting SAP at the next evaluation point will be dismissed unless they had been previously placed on the Academic Recovery Plan and are meeting the conditions of their Academic Recovery Plan.

### **ACADEMIC RECOVERY PLAN**

Academic Recovery Plan is an individualized plan completed by the Director of Academic Operations and/or the Program Director or designee for a student placed on SAP probation in cases when it is mathematically impossible for a student to meet SAP requirements in one term. Students on Academic Recovery Plan can remain in the program and continue to be eligible for financial aid as long as they are meeting the conditions of the plan and MTF SAP requirement or until they meet SAP. Student's progress towards Academic Recovery Plan will be evaluated at the end of each term alongside SAP evaluation.

### **ACADEMIC ADVISING**

Students on SAP Probation must participate in academic advising as deemed necessary by the school as a condition of their status.

Academic advising includes but is not limited to the following:

1. Students must meet with their Instructor and/or Program Director and/or Director of Academic Operations to complete an Academic Recovery Plan
2. Students may have to participate in tutoring if deemed necessary by the Instructor and/or Program Director and/or Director of Academic Operations to complete an Academic Recovery Plan.

### **PROCEDURES FOR RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS**

Students whose CGPA was meeting SAP standards at the moment of dismissal but whose pace of completion was below SAP standards may reestablish their Satisfactory Academic Progress. Students receiving financial aid may also reestablish their financial aid eligibility if they earn credit hours at another institution. Credits earned at another institution must be transferable to students' program of study at MCC and, when applied to MCC's Program of study, must result in a course completion rate that meets SAP standards (66.67% or higher). A student who pursues this option and whose pace of completion meets standards after the transfer credits are applied to the program of study will be eligible for readmission and can reapply for financial aid. Students who choose to pursue this option are advised to meet with the Director of Academic Operations or Designee in advance of enrolling in another institution to ensure that credits can be accepted, and the courses planned will apply to MCC's program of study.

### **MAXIMUM TIME FRAME**

Students who fail to complete the program within 150 percent of the program length as measured in credits will be academically dismissed from MCC due to exceeding Maximum Time Frame (MTF) unless they submit an appeal, and their appeal is approved.

### **SAP AND GRADE FORGIVENESS POLICIES**

All grades are considered when assessing both qualitative and quantitative components of a student's Satisfactory Academic Progress.

### **PROGRAM CHANGES**

In the event of a program change, MCC will transfer all relevant courses successfully completed in the old program toward the new program of study. A grade of TC will be assigned to all transferred courses. Courses not accepted for transfer will not count toward CGPA or pace of completion in the new program. Students not meeting SAP at the time of the program change are allowed to change the programs and consequently "reset" SAP only one time during their continuous enrollment at MCC.

### **ADDITIONAL PROGRAMS**

If a student graduates from one program and desires to earn an additional diploma in another program, MCC will transfer all relevant courses successfully completed in the previous program of study toward the new program. A grade of TC will be assigned to all transferred courses. Courses not accepted for transfer will not count toward CGPA or pace of completion in the new program.

### **INCOMPLETE**

Classes with a grade of Incomplete are not calculated toward CGPA. They are calculated towards the pace of completion as attempted but not earned credits. Once the letter grade is issued for the course, the grade will be counted in the SAP CGPA and the pace of completion calculation in the next evaluation period.

### **TRANSFER CREDITS**

Transfer Credit Hours (indicated by TC grade on student's record) are treated as both attempted and completed hours in the determination of the student's pace of completion. Transfer credits are not included in CGPA calculation.

### **WITHDRAWAL FROM A COURSE**

Course withdrawal is treated as attempted but not completed hours in the determination of the student's pace of completion. Withdrawals are not included in CGPA calculation.

### **REMEDIAL COURSES, NON-CREDIT COURSES**

Remedial courses or non-credit courses are not included in the calculation of a student's CGPA and completion rate.

### **S/U COURSES**

S/U courses are not included in the calculation of a student's CGPA but are calculated towards student's completion rate.

### **COURSE REPEATS**

All course attempts will be considered when assessing both qualitative and quantitative components of a student's Satisfactory Academic Progress.

### **EXPERIENTIAL LEARNING, ADVANCED ACADEMIC STANDING, CREDIT BY EXAMINATION**

No credit is given for experiential learning. MCC does not allow for testing for an advanced academic standing nor does it award credit by examination.

### **FINANCIAL AID SUSPENSION**

Students on Financial Aid Suspension will not be eligible to receive further financial aid assistance unless they appeal, and their appeal is approved.

### **ACADEMIC DISMISSAL**

Academic dismissal is dismissal from the school due to not meeting SAP requirements as defined in the MCC's Academic Catalog.

### **ACADEMIC DISHONESTY**

Academic Dishonesty is a form of academic misconduct and is a violation of the standards of student conduct. It is defined in the catalog as any means of cheating, plagiarism, falsification, or academic dishonesty.

It includes, but is not limited to, cheating, plagiarism, unpermitted collaboration, forged attendance (when attendance is required), fabrication (e.g., use of invented information or falsification of research or other findings), using advantages not approved by the instructor (e.g., unauthorized review of a copy of an exam ahead of time), knowingly permitting another student to plagiarize or cheat from one's work, or submitting the same assignment in different courses without consent of the instructor.

The following examples can assist you in understanding Academic Dishonesty:

#### **CHEATING**

Cheating is defined as any attempt by a student to answer questions on a closed-book test, quiz, or assignment by means other than his or her own knowledge. Examples:

- Using the textbook or other materials, such as a notebook, not authorized for use during an examination.
- Using technology (i.e., cell phones, laptop computers, social media, text messages, etc.) to aid in the completion of work when not permitted to do so.
- Observing the work of another student or allowing another student to plagiarize, copy, or observe your work.
- Using unauthorized material during a test, such as notes, formula lists, notes written on clothing, etc.
- Taking a quiz, exam, or similar evaluation in the place of another person.
- Providing or requesting assistance from another person in a manner prohibited by the instructor.
- Changing material on a graded exam and then requesting a change of grade regarding of the exam.
- Acquiring unauthorized knowledge of an examination or any part of an examination.
- Submitting the same paper in two different courses without the knowledge and consent of instructors.

## **PLAGIARISM**

Plagiarism is defined as the presentation of the ideas or the writing of someone else as one's own. Examples:

- Reproducing another person's work, whether published or unpublished, including research papers or other materials from companies that sell research papers).
- Submitting as your own any academic exercise (written work, computer printout, sculpture) prepared totally or in part by another.
- Allowing another person to substantially alter or revise your work and submitting it as your own.
- Using another's written ideas or words without properly acknowledging the source. If a student uses the words of someone else, he or she must put quotation marks around the passage and cite its origin in documentation such as a footnote.
- Leaving the organization and content of a source intact and simply changing a word or two while failing to cite the source is plagiarism. Students should also take note that failure to acknowledge study aids such as Cliff's Notes, or common reference sources such as Wikipedia, constitutes plagiarism.

If a student is unsure about a question of plagiarism or cheating, he or she is obligated to consult his or her instructor on the matter before submitting the material.

## **CORRECTIVE ACTION**

Students who are found to have committed academic misconduct may be subjected to the following corrective actions:

### **FIRST OFFENSE**

Assignment

- A warning will be provided in student assignment feedback.
- Resubmission of work by a deadline designated by the instructor will be required with assignment grade reduced by 20%.
- Misconduct will be documented.

Exam or Quiz

- The student will receive a "0" grade for the exam or quiz without an option to resubmit.
- Misconduct will be documented.

### **SECOND OFFENSE:**

Assignment

- The incident will be notated in student assignment feedback.
- The student will receive a "0" grade for the assignment without an option to resubmit.
- Misconduct will be documented.

Exam or Quiz

- The student will receive a "0" grade for the exam or quiz without an option to resubmit.
- The student may face corrective action at the administrative level.

- Misconduct will be documented.

### **THIRD OFFENSE:**

Assignment, Exam, or Quiz

- The student will be automatically withdrawn from the course with a failing grade.
- The student will face corrective action at the administrative level (which may include suspension or probation).
- Misconduct will be documented.

### **LEARNING ACTIVITIES WITH STUDENTS AS SUBJECTS**

During their program of study, students may be required to participate in classroom, laboratory or clinical activities in which learning requires student subjects as part of training procedures, demonstrations, and/or experiments. As part of these learning activities students may be asked to perform specific skills or be asked to be a subject for specific skills practiced by other students. Learning activities that use student subjects will be conducted under the direct supervision of the instructor who has been assigned to teach the course. These experiences are essential to the learning process. An alternative experience may not provide as realistic an opportunity to practice and, therefore, may result in less effective learning.

Participation may create some anxiety for students. Some of the procedures may create minor physical discomfort. Specific learning activities and associated risks/discomforts will be explained by the instructor teaching the course.

Students have the right to withhold consent for participation and to withdraw consent after it has been given. However, without participating in the hands-on activities as required by the course, students will not be able to successfully complete the course and/or the program of study. If given, the consent will remain in force during the entire program enrollment period unless withdrawn in writing.

### **LABORATORY ACTIVITIES WITH VOLUNTEERS AS SUBJECTS**

During their program of study, students may be required to participate in the laboratory activities with visiting volunteers acting as patients during clinical labs. Volunteers may be chosen from the student's friends and family members or are unknown to the student. Utilizing volunteers gives the instructor the opportunity to reiterate practical application of clinical skills with various subjects as patients. Volunteers may be used in general medical sonography and non-invasive cardiovascular sonography scanning, medical assisting lab, EGG, EKG, phlebotomy, and MRI venipuncture labs. Learning activities that use volunteer subjects will be conducted under the direct supervision of the instructor who has been assigned to teach the course.

All lab volunteers must be pre-approved by the Program Director or designee and must sign a consent form before participating in the lab activities. Children-volunteers must be at least 10 years of age and must be accompanied by a parent or a legal guardian for the entire duration of the lab. The parent or a legal guardian must sign Volunteer Parental/Guardian Consent Form.

### **EXTERNSHIP**

Externship course is a work-based, non-paid, hands-on learning activity that provides students with the opportunity to earn academic credit while gaining essential work experience in the field. Students work in a supervised work-based environment to apply theoretical knowledge and skills learned in the classroom setting.

For some programs offered by the college, externship or clinical course(s) are an integral part of the program curriculum required for program completion.

The College has the right to assign a student to any available externship site within a 75-mile radius from the campus.

Please refer to Externship Handbook for information on externship related policies and procedures.

## GRADUATION REQUIREMENTS

Students must meet the following minimum standards to be considered a Graduate from their program of study:

- Pass all the courses required by the program curriculum within 150% of the program maximum timeframe;
- Earn CGPA of 2.0 or above;
- Complete externship if required by the program of study;
- Meet program-specific graduation requirements if any;
- Fulfill all financial obligations to the college;
- Clear any administrative, financial, or academic holds with the college;
- Complete Exit Counseling, if applicable.

## PROOF OF GRADUATION DOCUMENTS

Upon meeting graduation requirements, students will be issued an original Certificate of Completion (COC) and an official transcript within 45 days from graduation. Both documents will be mailed to the student's address on file with the college unless prior arrangements have been made in advance by the student.

Certificates of completion (COC) or official transcripts will not be issued to students with an outstanding balance at the time of program completion and/or to students with active administrative or academic holds until the balance is resolved and the holds are cleared.

The Registrar's Office will provide a verification letter confirming student's completion of the program to students with the outstanding balance, provided the student have made arrangements with the Business Office regarding their balance.

## TRANSCRIPT REQUESTS

Student's transcript is a copy of his or her permanent academic record at Northwestern College. MCC issues two types of transcripts:

1. Official transcripts, the content of which is signed by the Registrar or Associate Registrar with the official seal of MCC;
2. Unofficial transcripts notated as "Unofficial Transcript".

Official Transcripts will not be issued to current or former students with an outstanding balance.

Students may request their academic transcript at any time from the Registrar's Office in person, by emailing [registrar@mccollege.edu](mailto:registrar@mccollege.edu) or by sending a mail request addressed to Northwestern College, Registrar's Office, 100 S Wacker Dr., LL1-50, Chicago IL, 60606.

Please refer to Administrative Fees table at the end of the Catalog for current transcript request and urgent transcript request fees.

Transcript requests are processed within 10 business days from the receipt of the request and confirmation of the fee payment. Urgent transcript requests are processed within 3 business days from the receipt of the request and confirmation of the fee payment.

Transcripts can be either picked up by the student in person or mailed to the student's address on file with the college. Transcripts sent by mail will be delivered by standard ground USPS service. Urgent transcripts will be delivered by next day USPS, UPS, or FedEx service.

## REPLACEMENT CERTIFICATE OF COMPLETION REQUESTS



Replacement Certificate of Completion or copies of Certificate of Completion will not be issued to students not meeting their financial or administrative obligations with the college.

Students may request their replacement Certificate of Completion at any time from the Registrar's Office in person, by emailing [registrar@mccollege.edu](mailto:registrar@mccollege.edu) or by sending a mail request addressed to Midwestern Career College, Registrar's Office, 100 S Wacker Dr., LL1-50, Chicago IL, 60606.

Design, wording, and signatures on the replacement Certificate of Completion will be those currently in use by the College and may be different from the ones printed on the original certificate.

Please refer to Administrative Fees table at the end of the Catalog for current Certificate of Completion and urgent COC request request fees.

Replacement COC requests are processed within 15 business days from the receipt of the request and confirmation of the fee payment. Urgent replacement COC requests are processed within 3 business days from the receipt of the request and confirmation of the fee payment.

Replacement Certificates of Completion can be either picked up by the student in person or mailed to the student's address on file with the College. COCs sent by mail will be delivered by standard ground USPS service. Urgent replacement COCs will be delivered by next day USPS, UPS or FedEx service.

#### **TRANSFERABILITY OF CREDITS EARNED AT MCC**

Midwestern Career College does not guarantee the transferability of credits earned at MCC to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness, and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

# Student Services Polices

## NON-DISCRIMINATION POLICY

Midwestern Career College is committed to ensuring that all individuals have an equal opportunity to programs and facilities. No person shall be discriminated against because of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry or national or ethnic origin in the administration of its educational policies, admission policies, employment policies, scholarship and loan programs, and other college-administered programs and activities.

## EQUAL OPPORTUNITY POLICY

The College is an equal opportunity educator and employer. It supports the goals of equal opportunity in its educational programs and activities.

## ANTI-HARASSMENT, INCLUDING SEXUAL HARASSMENT POLICY

All students and all employees have a right to work in an environment free of verbal or physical harassment that is based on race, religion, color, ancestry, age, sex, national origin, citizenship, pregnancy, marital status, sexual orientation or sexual preference, unfavorable military discharge, military status, arrest record, disability, or any other legally protected characteristic. In keeping with this commitment, Midwestern Career College will not tolerate harassment of any student by anyone, including any employee, manager, co-worker, vendor, or student based on any of these legally protected characteristics.

Activities of this nature are unlawful and serve no legitimate purpose; they have a disruptive effect on the ability to perform academically, and they undermine the integrity of the College. Any discriminatory or harassing conduct or interference with the investigation of an alleged incident of discrimination or harassment will result in disciplinary action, up to and including termination. Sexual harassment is not permitted at MCC. Sexual harassment includes but is not limited to the following wrongful conduct:

- Unwelcome sexual advances, gestures, and requests for sexual acts or favors or other verbal or physical conduct of a sexual nature.
- Any statement or implication that an individual's submission to or rejection of such sexual conduct could be used as a condition of employment/enrollment or as the basis for any employment/enrollment decision affecting such individual.
- Any conduct, whether physical or verbal, which has the purpose or the effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive learning environment. This includes, but is not limited to: slurs, jokes, or degrading comments of a sexual nature; offensive sexual flirtation, sexual advances, gestures, or propositions; abuse of a sexual nature; graphic verbal comments about an individual's body; sexual innuendo or suggestive comments; sexually oriented "kidding" or "teasing"; unwanted physical touching, including patting or pinching another's body; the display of sexually suggestive printed or visual materials, clothing, objects, or pictures; and sexually suggestive, provocative, or lewd exposure or touching of one's self while at the College.

Every student must avoid any conduct that reasonably could be interpreted as discrimination or harassment under this policy, even if such conduct was not intended to be offensive. Conversely, students are expected and encouraged to inform campus authorities whenever conduct is unwelcome, offensive, or in poor taste. Only through such open communication, MCC can maintain the type of academic environment where everyone has an equal opportunity to flourish.

Students who wish to report an incident of sexual misconduct should contact MCC's Title IX Coordinator. The Title IX Coordinator is responsible for investigating any students reports of sexual misconduct and for assisting students in understanding the college's Title IX Sexual Misconduct Policy. Students who wish to speak to someone confidentially regarding matters related to sexual misconduct should contact MCC's Confidential Advisor. The Confidential Advisor is

trained to provide emergency and ongoing support to survivors of sexual misconduct. The Confidential Advisor can maintain confidentiality in many situations.

Title IX Coordinator  
Mary Schmidt  
100 S. Wacker Dr., LL1-50  
Chicago, IL 60606  
(312) 236-9000 Ext 1051  
[mschmidt@mccollege.edu](mailto:mschmidt@mccollege.edu)

Confidential Advisor:  
Olia Sweiss  
100 S. Wacker Dr., LL1-50  
Chicago, IL 60606  
(312) 236-9000 Ext 1033  
[osweiss@mccollege.edu](mailto:osweiss@mccollege.edu)

Anonymous reporting: <https://mccollege.edu/confidential-reporting/>

## **SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES**

Midwestern Career College recognizes and supports the role that Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws have in achieving academic success. Midwestern Career College is committed to making reasonable accommodations for students with qualified disabilities and to ensuring that its campuses and its facilities are made accessible as required by applicable law. The College cannot make accommodations that alter the nature of its programs, cause undue burdens on MCC, or create a direct threat to the health and the safety of students or others.

### **SECTION 504 COORDINATOR FOR STUDENTS**

Tremayne Simpson  
203 N. LaSalle St.,  
Chicago, IL 60601  
(312) 236-9000 Ext 1062  
[tsimpson@mccollege.edu](mailto:tsimpson@mccollege.edu)

### **REQUESTS FOR ACCOMMODATIONS**

A reasonable accommodation in the college setting is a modification or adjustment to a class or portion of the class that will enable a qualified person with a disability to participate in the program or class or to enjoy the rights and privileges offered by the college. Modifications that impose an undue burden or pose a health or safety risk are not considered reasonable.

The college is required to make modifications only to known and validated disabilities. The college or department will take steps necessary to ensure that qualified individuals with disabilities are not excluded, treated differently or segregated because of the absence of auxiliary aids or services. Each department will coordinate the provision of modifications with the Section 504 Coordinator, the Academic Manager on campus and/or the Director of Academic Operations.

### **SUBMISSION PROCEDURES**

Accommodation Request Form can be requested through the Section 504 Coordinator and/or the Academic Manager and should be submitted back with the supporting documentation.

1. Students must submit the Accommodation Request Form a minimum of one week before the start of the term. Unless approved otherwise, the student must re-submit request for accommodations before the start of each term.
2. In addition to the Accommodation Request form, the student must submit documentation from a medical professional that explains the diagnosis and needs of the student. A form is included in the Documentation of Accommodation portion of the request form.

### INDIVIDUAL ANALYSIS

The modification offered must be appropriate to the needs of the individual, thus, in each instance, an individualized analysis will occur. The Section 504 Coordinator and the Academic Manager will devise a modification plan for the student. After the Accommodation Request Form and supporting medical documentation are submitted, the Academic Manager or designee will review the information and schedule a meeting with the student to discuss potential accommodations. Once accommodations are approved, an accommodations letter will be provided to the student in writing. It is the student's responsibility to share this accommodations letter with the instructors for each class that they wish to use their accommodations.

### COURSE LOAD MODIFICATIONS

The college is not required to eliminate academic requirements essential to the program of instruction or related to licensing requirements; however, reasonable modifications will be provided for qualified students with verified disabilities.

### AUXILIARY AIDS AND SERVICES

This term refers to equipment or service providers that augment communication. Examples are sign language interpreters, note takers, readers, computer aided transcription devices, assistive listening devices, telecommunications devices for deaf persons (TDD's), and Braille materials. The college will pay for the reasonable cost of the auxiliary aid or service. If provision of a particular auxiliary aid or service would result in a fundamental alteration of the program or in an undue burden, i.e., significant difficulty or expense, MCC will attempt to provide an alternative auxiliary aid or service. The college does not need to provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature. The college will consider the requests of the affected disabled individuals but is not required to give the disabled person the auxiliary aid of his or her choice. If a question arises about what should be provided, the Director of Academic Operations will review the options available to the student.

### FUNDAMENTAL PROGRAM ALTERATION

Midwestern Career College is not required to provide any aid or service or make any modification that would result in a fundamental alteration in the nature of the program. For example, where a course requirement is essential to the program of instruction taken by the student, the college is not required to waive the requirement. In evaluating whether the requested program modifications would require substantial program alteration or would fundamentally alter academic standards or programs, the Section 504 Coordinator and/or the Director of Academic Operations will consult with the Program Manager and consider the underlying academic reasons for the program components, the academic standards institutionalized in the program, how the challenged components are consistent with the program standards, and how the requested accommodations would be inconsistent with the academic goals and standards of the program.

Examples of Potential Reasonable and Unreasonable Accommodations:

Reasonable Accommodation	Unreasonable Accommodation
Extended time or alternate location for exam	Less questions on an exam
Option for an oral exam	Exception from clinicals
Allowing student to tape record lectures	Fundamentally altering the nature of the program
Pairing with another student for peer notetaking	Receiving automatic pass on a test

### **DIRECT THREAT TO HEALTH OR SAFETY**

The college is not required to permit an individual to participate in or benefit from an MCC program or service when that individual poses a direct threat to health or safety. Direct threat means a significant risk to health or safety that cannot be eliminated by modification of policies, practices, or procedures, or by the provision of auxiliary aids or services. In determining whether an individual poses a direct threat to health or safety, MCC will make an individualized assessment, based on reasonable judgment relying on current medical knowledge or the best available objective evidence to ascertain:

- The nature, duration, and severity of the risk;
- The probability that the potential injury will actually occur;
- Whether reasonable modification of policies, practices or procedures will mitigate the risk.

This standard will be applied to all individuals, not just disabled individuals.

### **UNDUE BURDEN**

The college will not be able to make modifications or provide auxiliary aids or services if it constitutes an undue burden. In determining whether or not an undue burden exists, the factors considered are the nature and cost of the action needed in the context of the overall financial resources of the college.

### **MOST INTEGRATED SETTING**

Programs and activities will be offered in the most integrated setting appropriate. In other words, there will not be a separate program for those with disabilities unless the disabled student cannot be accommodated in any other way. If a separate program is offered, the disabled student may still choose to utilize the non-separate program.

### **EVENTS**

Events that are sponsored by MCC are covered by the provisions of the law and MCC will attempt to schedule them at accessible locations whenever possible.

### **STUDENT COMPLAINTS POLICY AND PROCEDURE**

Students with a complaint or a grievance of a non-academic nature related to their experience at the school should follow the grievance process outlined below:

**Step One:** The student should first request a conference with the staff member who is directly involved in the matter. The student should discuss the issues and seek a resolution.

**Step Two:** If a mutually satisfactory resolution cannot be reached through a direct conference, the aggrieved party should request a conference with the employee's immediate supervisor.

**Step Three:** If, after all the above steps have been completed and the grievance is still not satisfactorily resolved, the aggrieved party may present all facts relevant to the grievance in writing to the Sr. Director of Institutional Effectiveness who will schedule a Grievance Committee Hearing and notify all parties concerned. The Committee will consist of the Sr. Director of Institutional Effectiveness or designee and two staff members not involved in the matter in question.

All persons directly involved, or their representatives must be present at the hearing. Both parties will be given the opportunity to discuss the grievance at that time. The Grievance Committee will then excuse the parties and immediately review and rule on the case. The decision of the Committee will be communicated to those involved in the grievance within five business days. The Committee's decision will be final.

Students with a complaint or a grievance of an academic nature should follow the grievance process outlined below:

**Step One:** The student should first request a conference with a faculty member who is directly involved in the matter. The student should discuss the issues and seek a resolution.

**Step Two:** If a mutually satisfactory resolution cannot be reached through a direct conference, the aggrieved party should request a conference with the Program Director.

**Step Three:** If it is an education matter and a conference with the Program Director fails to result in a resolution satisfactory to all concerned parties, the aggrieved party may seek a resolution from the Director of Academic Operations.

**Step Four:** If, after all the above steps have been completed and the grievance is still not satisfactorily resolved, the aggrieved party may present all facts relevant to the grievance in writing to the VP of Academic Affairs. VP of Academic Affairs will schedule a Grievance Committee Hearing and notify all parties concerned. The Committee will consist of the VP of Academic Affairs or designee and two staff members not involved in the matter in question. All persons directly involved, or their representatives must be present at the hearing. Both parties will be given the opportunity to discuss the grievance at that time. The Grievance Committee will then excuse the parties and immediately review and decide on the case. The decision of the Committee will be communicated to those involved in the grievance within five business days. The Committee's decision will be final.

At Midwestern Career College, a formal student complaint/grievance is defined as any nontrivial complaint, either academic or non-academic in nature. The complaint must be submitted formally in writing by a student to a member of College staff or faculty.

Examples of items which would be considered a formal complaint include but are not limited to:

- Discrimination (e.g., sexual, racial, gender) complaint against a faculty, staff, or student at Midwestern Career College.
- Harassment (e.g., sexual, racial, gender) complaint against a faculty, staff, or student at Midwestern Career College.
- Complaint about the failure of faculty or staff member to allow a student to pursue his/her rights to an appeal under college policies.
- Complaint about issues regarding charges and/or payment plans.
- Non-compliance with federal regulations and requirements such as ADA, Title IX, etc.

Examples of items which would be considered an informal complaint include but are not limited to:

- Classroom or building issues.
- Delayed class start time.
- Request for or concern regarding grade reports.
- Inquiry regarding follow-up communication.
- Inquiry regarding transcript requests.
- Lack of supplies.

Not every written communication from a student is considered a complaint. Examples of items which would not be considered a complaint include but are not limited to:

- Requests for exceptions to Midwestern Career College's policies (e.g., tuition, registration);
- Written letters expressing a dislike of personnel not connected to any of the complaint items listed above;
- Written letters expressing a general dislike of a policy not connected to any of the complaint items listed above;
- Letters from other people on a student's behalf.

While MCC does its best to resolve student complaints, students who remain unsatisfied after exhausting their remedies with MCC may elect to seek resolution with appropriate external bodies.

Complaints against this school may be registered with the Illinois Board of Higher Education at 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL, 62701; Phone (217) 782-2551; Fax (217) 782-8548; TTY: (888) 261-2881; <http://complaints.ibhe.org/> or with the college's accrediting body Council on Occupational Education (COE) 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898, Fax: 770-396-3790, [www.council.org](http://www.council.org).

## STANDARDS OF STUDENT CONDUCT

Midwestern Career College strives to create an academic environment that is conducive to learning and that supports a safe and comfortable environment for all members of the MCC community. To create this environment, certain behaviors are not tolerated by MCC. The student's behavior may be subject to the corrective action whenever he or she commits or attempts to commit a violation of the Standards of Student Conduct on property belonging to or under control of the college, or at an activity, function or event sponsored or supervised by the college. In addition, if a student commits a violation of the Standards of Student Conduct while off-campus (including through technology or social media), the student's behavior may be subject to the corrective action if the behavior adversely affects:

- the mission or reputation of the college;
- the MCC community;
- the ability of an individual member of the MCC community to pursue his/her education and/or employment (including the creation of a hostile environment); or a function or operation of the college.

## PROHIBITED CONDUCT

- Academic Dishonesty: any means of cheating, plagiarism, falsification, or academic dishonesty.
- Alcohol: MCC is an alcohol-free campus. Therefore, sale, exchange, use, possession, or consumption of alcoholic beverages on campus is prohibited.
- Destruction of Property and/or Vandalism: the intentional and/or reckless destruction of property; damaging, destroying, defacing, tampering, misuse, or abuse of college property or the property of individuals.
- Disruptive Conduct, Harassment, and Intimidation: conduct that is disorderly, unnecessarily disturbs others, and/or is disruptive to the standard practices and functions of the college. Behavior that is harassing, intimidating, or threatening is prohibited. Swearing directed at others is prohibited.
- Disruptive Classroom Conduct: disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities.
- Discrimination: Intentional discrimination against a person or group of people on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation, gender identity, or gender expression except where such distinction is allowed by law.
- Disruption/Obstruction: obstructing or interfering with MCC functions or any MCC activity. Conduct that is disorderly, unnecessarily disturbs others, and/or is disruptive to the standard practices and functions of the college, including but not limited to, fighting, quarreling, excessive noise, a disruption by the use of all types of cameras, electronic tablets, cell phones, and/or communication devices.
- Driving under the influence: driving under the influence of alcohol or other controlled substance(s).
- Drugs: MCC is a drug-free zone, therefore, the sale, exchange, use, possession, or consumption of illegal drugs on campus is prohibited.
- Externship Violations: any violation of MCC externship policies, the externship site's policies, or dismissal from a clinical site due to conduct violations.
- Failure to Comply or Identify: willful obstruction and/or failure to comply with the legitimate oral or written directive of college staff and/or instructors acting in the performance of their prescribed duty or failing to identify oneself to these persons when requested to do so.
- False Complaint: Intentionally filing a false complaint.
- False Statements: being party to falsification; giving or providing false statements, written or oral; and/or providing false information during any college proceeding or to any college official.
- Falsification of Records: altering, tampering, forging, or knowingly using falsified documents or records.
- Indecent Exposure: Intentionally exposing genitals, buttocks, or breasts in a public place without college's authorization.
- Infliction of Harm: any act that results in the infliction of pain or injury to students, staff, instructors, and all other members of the MCC community.

- Misrepresentation. misrepresenting information or providing false information to a college official.
- Misuse of Technology: intentional or reckless interference with or disruption of college technology services or resources (e.g., computer disk storage, data, software, voice communications, network), unauthorized use, misuse, abuse, alteration, disclosure or destruction of college technology services or resources, improper access to college technology services/resources, violation of intellectual property (e.g., copyright) rights or restrictions of others , or any violations of MCC Internet and Wi-Fi Acceptable Use Policy.
- Photographing or Videotaping: photographing, videotaping, filming, digitally recording, or by any other means, secretly viewing with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy. This section does not apply to lawful security surveillance filming or recording that is authorized by college officials.
- Public Intoxication: presenting a threat to oneself or others due to being under the influence of alcoholic beverages or other drugs.
- Retaliation: action taken by an accused individual or an action taken by a third party against any person because that person has reported a violation of the college's sexual misconduct or anti-discrimination policies or because that person has filed a complaint, served as a witness, assisted, or participated in an investigation or proceeding. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, or coercing an individual because of the individual's complaint or participation.
- Sexual Misconduct: any violation of the MCC's Title IX Sexual Misconduct Policy including, but not limited to, engaging in or attempting to engage in sexual assault, sexual exploitation, sexual intimidation, and/or sexual harassment.
- Smoking on Campus: smoking is not permitted on MCC campus.
- The Threat of Harm: any behavior that intimidates, harasses, or intends to inflict pain or injury to another person. This includes threats towards students, staff, instructors, and all other members of the MCC community.
- Theft: any theft or attempted theft of property belonging to the College or students, staff, instructors, and all other members of the MCC community.
- Unauthorized Presence: unauthorized presence on or use of college premises, facilities, or property.
- Violation of Laws or Policy: violation of any government laws or ordinances, or of any college rules, regulations, or policies.
- Weapons: use, possession, or transportation of weapons on campus including fireworks, firearms, knives, explosives, ammunition, or any item modified or adapted to be used as a weapon.

### **CORRECTIVE ACTION**

If any portion of the Standards of Student Conduct is violated, corrective action will take place. In deciding which initial corrective action would be appropriate, the college will consider the seriousness of the infraction, the circumstances surrounding the matter, and the student's previous record.

Examples of corrective actions:

- Oral Warning – A meeting will be held with the student(s) and Academic Manager. The details of that conversation will include the policy(s) violated and the expectations moving forward.
- Written Warning – A meeting will be held with the student(s) and Academic Manager. The details of that conversation will include the policy(s) violated and the expectations moving forward. This conversation will be documented, and the student will receive a written copy of the conversation summary and sign a copy to be kept in their student record.
- Probation - A meeting will be held with the student(s) and Academic Manager. The details of that conversation will include the policy(s) violated, the expectations moving forward, and the length of time for the probationary period. This conversation will be documented, and the student will receive a written copy of the conversation summary and sign a copy to be kept in their student record. Should another violation occur while the student is on probation, the student will be dismissed from the college.



- Dismissal - A meeting will be held with the student(s) and the Director of Academic Operations. The details of that conversation will include the policy(s) violated and the previous discussions around the student's behavior. This conversation will be documented, and a copy will be kept in their student record.

Though committed to a progressive approach to corrective action, MCC may consider certain infractions and violations of standards of conduct as grounds for immediate dismissal from the College.

### **DISMISSAL APPEAL**

Students who have been dismissed from the college due to a violation of standards of student conduct may appeal this decision by submitting an appeal letter within fourteen (14) calendar days of the dismissal. The appeal letter needs to be submitted in person or by email to the Academic Manager. The Academic Council will review the appeal within five business days of the appeal letter receipt. The decision of the Academic Council is final and may not be further appealed.

### **DRESS CODE POLICY**

The College reserves the right to advise any student that his or her appearance is immodest, offensive, or otherwise distracting in the educational environment, and to require students to take immediate steps to comply with reasonable expectations. Refusal to observe reasonable decorum in appearance may be cause for disciplinary action.

### **DRESS CODE POLICY FOR ALLIED HEALTH PROGRAMS**

- Students enrolled in Allied Health Programs are required to wear MCC uniform while in school or at a clinical site. The uniform consists of dark blue scrubs, top and bottom, with the Midwestern Career College logo and comfortable closed toe and heel shoes. Students can order uniforms from the Business Office or online at <https://mccollege.libguides.com/BusinessOffice/home>.
- Hair must also be neatly combed and pulled back so that it does not hang in the face when bending over. If beards are worn, they should be short and neat in appearance.
- No hats, caps, or hair coverings of any kind are to be worn on campus, with exception to those approved for medical or religious reasons, as would be allowed in a medical work setting.
- Body piercing (other than ears) should not be visible. Oral and facial jewelry is not permitted. Clear spacers to keep piercings open are permitted.
- Tattoos should be covered if practical. The visibility of tattoos should be kept at a minimum. Any tattoo that contains offensive language or symbols must be covered.
- Hands must always be clean and the fingernails neat and well maintained. Fingernails must never extend more than 1/8" beyond the fingertip, and only clear nail polish may be worn.
- Jewelry must be kept at a minimum.
- There may additional more stringent dress code requirements for some programs and at the clinical sites. Students can talk to their Program Director or Externship Coordinator if they have any questions.

### **STUDENT ID/ACCESS CARD POLICY**

The purpose of the Student ID/ Access Card Policy is to provide reasonable security and privacy to the MCC community.

### **STUDENT IDENTIFICATION CARDS**

Midwestern Career College Student Identification Cards (IDs) are the property of MCC and their use is governed by the College.

- Student IDs are issued only to active full- or part-time students at Midwestern Career College.
- Students must always carry and display their Student IDs while on College and externship site premises. Student IDs may also be required for admission or access to various College activities and facilities outside of College premises.

- Student IDs are non-transferable; lending the ID card to anyone for any purpose is prohibited and may result in a disciplinary action.
- Student ID cards must be surrendered to College officials upon request; failure to comply may result in a disciplinary action.

The first Student ID card is provided free of charge. Student ID card replacement fee is \$15.

### **BUILDING/FACILITIES ACCESS CARDS**

All College building/facilities access cards (Access Cards) are the property of MCC and their use is governed by the College.

- When applicable, Access Cards are provided to students only for the period of enrollment and must be returned to College officials upon program completion or withdrawal from the College.
- Failure to return the Access Card upon program completion or withdrawal from the College will result in a \$50.00 charge to the student's account.
- Access Cards are non-transferable; lending the access card to anyone for any purpose is prohibited and may result in a disciplinary action.
- Access Cards must be surrendered to College officials upon request; failure to comply may result in disciplinary action.

The first Access Card is provided free of charge. The Access Card replacement fee is \$50.00.

### **CAMPUS VISITORS POLICY**

Access to academic and laboratory facilities on the College campuses is generally limited to students, employees, and faculty for the purpose of study, work, teaching, and conducting other college-related business.

Visitors on College campuses who are not students, faculty, or staff are required to check-in at the campus front desk and must be accompanied by a staff member or a student at all times while on campus.

Visitors meeting a student on campus are required to wait at the front desk area. Visitors attempting to locate a student on campus are required to check-in at the campus front desk. College employees will attempt to contact the student but, otherwise, will not be able to confirm student's presence on campus. If the student cannot be contacted, visitors will not be allowed to walk around campus premises.

All visitors are required to conduct themselves in accordance with the law, as well as commonly accepted standards of behavior and safety. A visitor who does not conduct themselves accordingly will be asked to leave College premises immediately. The failure to leave College premises will result in law officers being called who will take appropriate law enforcement action. This policy does not require any College employee to take any action that would jeopardize the personal safety of any employee, student, visitor or other party.

Visitors are generally restricted to administrative and public areas of the campus. Access to the classrooms and laboratories is limited to those enrolled in the courses meeting there. On a case by case basis, the Program Director, Academic Manager, or designee may give permission to one or more visitors to be present in the classroom or laboratory if, in their judgement, such presence will not interfere with conducive learning environment.

Visitors, including children, are not allowed to accompany students at their clinical site.

Children are restricted to administrative and public areas of the campus and must be accompanied by a parent or a legal guardian at all times while on campus. Children are not allowed in the classrooms or laboratories, with the exception of those who have been pre-approved by the Program Director to participate as volunteers in one of the clinical labs. Children-volunteers must be accompanied by a parent or a legal guardian for the entire duration of the lab.

## **STUDENT HEALTH SERVICES**

The College does not provide health services for students. In the event of a student medical emergency, an alerted staff or faculty member will dial 911 for medical services. Any costs incurred for medical services will be the student's responsibility.

## **STUDENT HOUSING**

The College does not have dormitory facilities. It is the student's responsibility to find living accommodations.

## **TUTORING**

Students who need academic assistance may request tutoring by filling out the form located at <http://mccollege.libguides.com/home/tutoring>.

Student classroom attendance of at least 70% is required to be eligible for the tutoring sessions.

## **STUDENT ADVISING**

Students may experience educational, personal, or financial problems during their enrollment. The College welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Program Director. Students requiring other types of professional assistance beyond that offered by the College will be referred to the appropriate agencies within the community.

## **LEARNING RESOURCE CENTER**

The College considers learning resources as one of the vital parts of its educational programs. The Learning resource center (LRC) houses College library which consists of a collection of books, audio and video material relevant to the programs of instruction to assist students with completing class work including research assignments. The library also offers e-library resources, Gale Virtual Reference Library (GVRL) and LIRN. These resources are accessible from any computer that is equipped with internet access.

Hours of Operation:

Monday – Thursday from 9 a.m. – 6 p.m., Friday from 9:30 a.m. – 4 p.m.

## **LIBRARY**

Online library resources are available to all students at <http://mccollege.libguides.com/home/libtools>

### **GVRL (GALE VIRTUAL REFERENCE LIBRARY)**

Gale Virtual Reference Library (GVRL) is an electronic library to support student learning.

To access the GVRL database, click on <http://mccollege.libguides.com/home/databases>

Click on Gale Virtual Reference Library link

GVRL's password: student

### **LIBRARY AND INFORMATION RESOURCES NETWORK (LIRN)**

Library and Information Resources Network is a consortium of educational institutions that have joined together to share access to information resources.

[https://proxy.lirn.net/MidwesternCareerCollege?groupID=1&action=source&sourceID=ProQuest\\_pqcentral](https://proxy.lirn.net/MidwesternCareerCollege?groupID=1&action=source&sourceID=ProQuest_pqcentral)

Username: mccollege

Password: student

## **JOB PLACEMENT ASSISTANCE**

Midwestern Career College is dedicated to assisting students in making informed decisions about their educational opportunities. The Career Services Department is available to provide one-on-one support to drive better career outcomes for students. The department offers individual counseling, professional development workshops, resume & cover letter writing, mock interviews, job search techniques, and career fairs.

However, the College does not guarantee employment either explicitly or implicitly. Every effort is made to provide students and recent graduates with leads, contacts, and the necessary resources to help them in finding employment in their respective fields. Although the school provides assistance, the student must assume the responsibility for securing employment. The College is not responsible for finding the student employment.

### **PLACEMENT, RETENTION AND GRADUATION RATES**

The College's placement, retention, graduation, and completion rates are posted on the MCC's Consumer Information page <https://mccollege.edu/consumer-information/>.

### **TOBACCO POLICY**

In keeping with the college's intent to provide a safe and healthful work environment, the use of tobacco products on and around a College campus is prohibited.

### **DRUG AND ALCOHOL RELATED POLICIES**

Consistent with its mission as an institution of higher education, Midwestern Career College (MCC) is committed to educating students, faculty, and staff on the dangers of alcohol and drug abuse, and to maintaining an environment in which such behavior is prohibited.

MCC will not tolerate alcohol- or substance-impaired students, employees, or visitors while on campus, clinical/externship assignment, or at any college-sponsored event, regardless of the legality or illegality of the intoxicating substance.

The MCC's complete Illegal Drug and Alcohol Abuse Prevention Policy, including the description of standards of conduct, MCC's disciplinary sanctions, penalties and sanctions imposed by federal, state, and local laws, health risks associated with alcohol and controlled substance abuse, and rehabilitation resources can be found on MCC's consumer information page at <https://mccollege.edu/consumer-information/>.

The College will impose disciplinary sanctions on students and may administratively withdraw from classes those who violate this policy. Students who fail drug test before or while the clinical rotation will be withdrawn from the clinical course and, consequently, from their program of study.

In addition to being posted on the school website at <https://mccollege.edu/consumer-information/>, Illegal Drug and Alcohol Prevention policy is provided annually to all students and employees alongside with campus security report distribution.

### **STANDARDS OF CONDUCT**

Students and employees (faculty, staff or any other individual receiving a salary, wage, or other compensation) of Midwestern Career College (MCC) are expected to abide by local, state, and federal laws relating to the use of alcohol and other drugs, including State of Illinois underage drinking laws. The college prohibits the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol and the misuse of prescription drugs by students and employees while on college property, while representing the college, or while participating in college-sponsored activities, regardless of whether they are on or off the college property. The college supports the enforcement of all Federal and State drug laws. MCC reserves the right to make referrals to law enforcement authorities and may permit law enforcement officials to conduct searches of college facilities.

While on campus, at clinical/externship assignment, or at any college-sponsored event, faculty, staff, students, and visitors may not:

- possess, use, deliver, sell, or distribute any illegal substance;
- possess or consume alcoholic beverages (unless allowed in advance in writing by college administration);
- be under the influence of alcohol or illegal substances.

### **USE OF RECREATIONAL CANNABIS (MARIJUANA)**

Effective January 1, 2020 recreational cannabis (marijuana) has been legalized in the state of Illinois pursuant to the Cannabis Regulation and Tax Act. However, cannabis (marijuana) remains an illegal substance under federal law and state law does not supersede federal law in this area.

MCC prohibits the presence, use and distribution of cannabis (marijuana) on any of its campuses and office spaces or as part of any college activity. In addition, the college's marijuana prohibition applies to both recreational and medical use. That means having a medical marijuana registry identification card under the Illinois Compassionate Use of Medical Cannabis Program Act does not allow students, employees, or visitors to use or possess marijuana on college property (this includes but is not limited to outdoor spaces, classrooms, and office and community spaces) or as part of any college activity.

### **AUTHORIZED USE OF PRESCRIBED MEDICINE**

Students or employees undergoing prescribed medical treatment with any drug or controlled substance which may interfere with student or work activity must report such treatment to the Campus Manager, Academic Dean or Director of Academic Operations; students on clinical/externship assignment – to the Externship Department; staff and faculty members – to the immediate supervisor and HR Director. Prescribed medicine should be kept in its original container, which identifies the drug, date of prescription, prescribing doctor, and the person for whom the drug is prescribed.

### **VACCINATION POLICY**

MCC does not require proof of vaccinations or immunizations prior to admission. However, students must be able to provide documentation proving immunity (natural or artificial) to Measles, Mumps, Rubella, Varicella, Tuberculosis, and Hepatitis B, or be vaccinated against these diseases prior to being registered for clinical (externship) courses in the Allied Health programs. Additional vaccinations and/or immunizations may be required for placement at certain clinical sites (Tdap, Flu vaccine, COVID-19 vaccine etc.).

### **INFECTIOUS DISEASES POLICY**

The purpose of this policy is to establish procedures to be followed when a college student is infected with a communicable disease. Such diseases include but are not limited to hepatitis, meningitis, mumps, AIDS, whooping cough, measles, diphtheria, chicken pox, and tuberculosis.

The College will comply with all federal and state laws applicable to students with communicable diseases.

The confidentiality of information regarding individuals infected with a communicable disease shall be respected. As long as a student with a communicable disease is able to pursue his or her education within the established academic standards and medical evidence indicates that his or her condition is not a threat to themselves or others, the student is to be treated consistently with other students.

Discrimination against or harassment of a student infected with a communicable disease is prohibited.

Individuals with a communicable disease are required to inform the Academic Manager. Failure to do so may cause a student to be administratively withdrawn from the College.

The College shall request from the student a medical report from a licensed physician.

The student may be administratively withdrawn from classes if it is determined on the basis of medical evidence that his/her continued attendance poses an unacceptable risk to himself/herself or to others.

### **REPORTING HEALTH AND SAFETY HAZARDS**

The College is committed to create and maintain a safe learning environment. The College administration, faculty, and staff conduct periodic inspections of the college facilities to identify and evaluate potential health and safety hazards and unsafe practices. Means of correcting discovered hazards and/or protecting individuals from the hazards are determined and implemented promptly. The College encourages employees and students to report health and safety hazards to the management.

### **CRIME STATISTICS REPORTING**

The College is adhering to The Campus Security Act (Public Law 102-26) that requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by the College. In compliance with this law updated crime statistics document is distributed to the students, staff and faculty on the annual basis. A paper copy of the Campus Security Report is available upon request from the Registrar's Office and is published at <https://mccollege.edu/wp-content/uploads/2018/09/Campus-Security-Report-2018.pdf>

### **CLERY/CAMPUS SECURITY ACT**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to the act.

The Clery Act, originally enacted by the U.S. Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990, was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986. They also founded the non-profit Security On Campus, Inc. in 1987. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on registered sex offenders in the community is the local Sheriff's Office or Police Department. The following link is a list of the most recent updated information regarding registered sex offenders by state and county: <https://www.fbi.gov/scams-and-safety/sex-offender-registry>.

The full title of the Clery Act is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It has been amended several times, most recently by the Violence Against Women Reauthorization Act of 2013 (VAWA) enacted March 7, 2013. Among other provisions, VAWA requires institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking. These crime statistics must be reported to the Department through the web-based data collection. Schools must also include certain policies, procedures, and programs pertaining to these crimes in their annual security reports. Final regulations to implement these statutory changes to the Clery Act were published on October 20, 2014 and went into effect on July 1, 2015. See DCL GEN-15-15 for a summary of major changes to the Clery Act regulations.

HEA Sec. 485(f)  
20 U.S.C. 1092(f)  
34 CFR 668.46

### **VIOLENCE AT SCHOOL**

Midwestern Career College strongly believes that all students and all employees should be treated with dignity and respect and will take appropriate action necessary to help ensure that MCC locations are and remain violence free. This policy is intended to ensure the highest standard of health and safety for all Midwestern Career College students, employees, and the general public.

Under no circumstances are the following items permitted on MCC property (including parking lots), vendor properties, or at any MCC sponsored event location:

- Any type of firearm or ammunition
- Dangerous chemicals
- Explosives
- Blasting caps or any ingredient of an explosive or incendiary nature
- Other weapons or any objects that could be used for injury or intimidation.

Threatening, intimidating, coercing, harming, or interfering with the performance of employees, applicants, students, vendors, managers, or the general public is strictly prohibited. Based on reasonable supporting facts or witnesses, appropriate disciplinary action will be taken, up to and including program withdrawal, against any student who violates this policy or is aware of a violation of this policy and fails to report to campus administration.

### **CONSTITUTION AND CITIZENSHIP DAY POLICY**

As per Department of Education regulations, each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or the following week. MCC will implement this policy by conducting workshops and/or preparing and distributing Constitution and Citizenship Day related material to all the students in attendance on such date.

For information on Constitution Day, go to [www.constitutionday.com](http://www.constitutionday.com)

### **VOTER REGISTRATION**

The Higher Education Act Amendments of 1998 require colleges to make a good faith effort to make voter registration forms available to students. Voter registration forms are available online at Illinois State Board of Elections website. In addition, copies of Voter Registration Forms are available at the Registrar's Office. Students can obtain Voter registration information on college's consumer information page located at <https://mccollege.edu/consumer-information/>.

### **FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT) POLICY**

The Family Educational Rights and Privacy Act of 1974, (FERPA) is a federal law that protects the privacy of students' education records. FERPA affords eligible students certain rights with respect to their education records.

An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age, therefore MCC considers an "eligible student" any student who is currently attending MCC or has attended the College. FERPA does not apply to MCC applicants who have been admitted, but who have not been in attendance.

MCC fully complies with the Family Educational Rights and Privacy Act of 1974, as amended, in respecting the students' specific, protected rights regarding the release of their education records:

- The right to inspect and review the student's education records within 45 days of the day that MCC receives a written request for access.
- The right to request the amendment of the contents of an education record that the student believes is inaccurate, misleading, or otherwise in violation the student's privacy rights under FERPA. FERPA does not address issues involving assigned grades for academic work.
- The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- The right to file with the Department of Education a complaint concerning alleged failures by MCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

The Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202

MCC can disclose education records without a student's prior written consent under the FERPA exception of disclosure to school officials with legitimate educational interests.

A school official is typically a person employed by MCC in an administrative, supervisory, and academic, or support staff position, a person or company (vendor) with whom MCC has contracted as its agent to provide a service instead of using MCC's employees or officials (attorney, auditor, collection agency, IT service provider, etc.); an organization conducting studies for MCC for the purpose of assisting in accomplishing the MCC's mission; a volunteer serving MCC in a position requiring access to student records who performs an institutional service or function for which the college would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records (including but not limited to a student serving on an official committee or assisting another school official in performing his or her tasks).

A school official has a legitimate educational interest if the official needs access to an education record in order to fulfill his or her professional responsibilities.

Upon request, MCC may disclose education records without consent in the following cases:

- to officials of another school in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer;
- to appropriate persons in connection with an emergency if knowledge is necessary to protect the health or safety of a student or other persons;
- to accrediting organization(s) to carry out their accrediting functions;
- to federal, state, or local education authorities as defined in FERPA regulations ("Federal and State Authorities") in connection with program evaluation, research, or data compilation of state or federally supported education programs;
- to organizations conducting studies for, or on behalf of, the school;
- in compliance with judicial order or lawfully issued subpoena, after MCC has made a reasonable effort to notify the student if the notification is not prohibited by the subpoena;
- in connection with a student's request for financial aid (to determine the student's eligibility and/or the amount/conditions of aid or to enforce terms or conditions of the aid);
- if a state law adopted before FERPA (November 19, 1974) requires disclosure and superseded FERPA.

#### **DIRECTORY INFORMATION**

Directory information is defined by the Family Educational Rights and Privacy Act of 1974 (FERPA) as information contained in a student's education record "that would not generally be considered harmful or an invasion of privacy" if disclosed. Each institution has the right to define, within the limits of FERPA regulations, the data that it considers directory information.

MCC has designated the following information as directory information:

- Student Name
- Student ID number (in the capacity of an electronic identifier or displayed on a student ID card)
- Student Address
- Telephone Number
- Email Address



- Current Enrollment Status (number of enrolled credit hours, full-time or part-time status)
- Program of Study
- Student Photograph
- Dates of Attendance (Dates of Enrollment)
- Certifications, honors, and other credentials received related to the program of study

The College follows FERPA regulations' definition of dates of attendance as the period during which a student attends or attended an institution. Examples of "dates of attendance" include start and end date of student enrollment period, an academic year or a specific quarter. The definition does not include specific daily records of a student's attendance at the College.

MCC may disclose appropriately designated "directory information" without student's written consent unless the student requests in writing that it be kept confidential. MCC does not release lists of students or name-and-address labels to businesses or agencies that do not fall within the scope of the definition of "school official with legitimate educational interest" listed above.

Students who do not want their directory information to be released without their prior written consent must notify the College in writing within 30 days of the program start date listed on their Enrollment Agreement or within 30 days of receiving annual FERPA notification statement. MCC refers to this action as "FERPA Block."

For any student, whose directory data is placed on "FERPA Block," MCC will:

- state, "We can provide no information on that person" to any request for information;
- refuse to release any information about the student to any non-institutional person or organization, including but not limited to family and relatives, current or future employers, insurance companies, media outlets, honor societies, etc.;
- omit student's name from any college publications or listings;
- give no financial aid or personal information over the phone.

A student should carefully consider FERPA Block request since it could have undesired results. MCC will honor the student's request to withhold directory information but cannot assume responsibility to contact the student for subsequent permission to release this information. Regardless of the effect upon the student, MCC assumes no liability because of honoring the student's written instructions that directory information be withheld. FERPA Block status remains in effect until the student notifies the College in writing to remove it.

#### **FERPA AND DECEASED STUDENTS**

FERPA's protection of personally identifiable information in a student's education records ends at the time of a student's death and is a matter of institutional policy. As a courtesy to the families of recently deceased students who were enrolled at the time of death, MCC generally will not release information from educational records of deceased students, unless required to do so by law or authorized to do so by the deceased student's spouse, parents, children, or executor of the deceased's estate.

#### **APPROVED LEAVE OF ABSENCE (LOA)**

A leave of absence (LOA) is a temporary interruption in a student's program of study. During an approved LOA, a student is not considered withdrawn from the program of study and no calculation of the return of Title IV Financial Aid Funds is required.

Under normal circumstances, the student must apply for an LOA in advance allowing sufficient time for the Registrar's Office to review and process the request. A signed and dated LOA request must be completed by the student and submitted to the Registrar's Office before an LOA can be approved.

The request must detail temporary circumstances requiring leave from school and student's intent to return to the program of study at the end of an LOA period. When applicable, additional documentation may need to be provided to support the request.

The Registrar's Office will authorize a leave of absence only if there is a reasonable expectation that the student will return to the program of study. Multiple leaves of absences may be granted but must not exceed a total of 180 days in any 12-month period.

Reasons for granting a leave of absence may include, but are not limited to:

- Medical problems
- Jury duty
- Pregnancy
- Death of a family member
- Military duty

#### **FINANCIAL AID/TUITION PAYMENT PLAN DURING LOA PERIOD**

Students receiving Title IV financial aid will not receive federal financial aid disbursements during their leave of absence period. Students on a tuition payment plan are required to keep up with their monthly payments unless prior arrangements have been made with the Business Office.

#### **RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE**

Upon return from a leave of absence, the student is required to meet with Registrar's Office. Students receiving Title IV financial aid must also meet with the Financial Aid Department to reinstate their funds.

For students enrolled in credit-hour term programs, a student returning from an LOA must complete the coursework that he or she began prior to the LOA. The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the leave of absence.

The date the student return to class is normally scheduled for the beginning of a term but may differ based on class schedule and availability.

#### **FAILURE TO RETURN FROM A LEAVE OF ABSENCE**

A student who fails to return from an LOA on or before the date indicated in the written request will be withdrawn from the program, and the College will invoke the refund policy. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used to determine the amount of funds the College earned and make any refunds that may be required under federal, state, or College policy.

For students who have received federal student loans failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on their loan repayment schedules. Federal loan programs provide students with a grace period that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all the grace periods may be exhausted, forcing the student borrower to begin making repayments immediately.

#### **WITHDRAWAL FROM THE COLLEGE**

A student may withdraw from MCC at any time by completing the Student Program Withdrawal Form and submitting it to registrar@mccollege.edu or in person at the Registrar's Office located at 100 S Wacker Dr., LL1-50, Chicago IL, 60606.

Withdrawing from the college and/or the program may have both academic and financial aid consequences. The students are encouraged to understand the consequences before deciding to withdraw. Students receiving financial aid are advised to contact the Financial Aid Office to discuss the consequences of a withdrawal.

The College will withdraw any student who fails to attend at least one scheduled course for a period of 14 calendar days (excluding scheduled breaks of five (5) calendar days or more). The college also reserves the right to dismiss any student whose attendance, conduct, and/or academic or financial standing does not meet the college's standards as outlined in the College Catalog, this agreement, student handbook, and externship handbook.

## **INTERNATIONAL STUDENT POLICIES**

### **MAINTAINING F-1 STUDENT STATUS**

To remain in F-1 status, a student is required to:

- Be a full-time student unless authorized otherwise by the DSO Office. Students enrolled in the language study programs must be scheduled for minimum 18 hours per week; students enrolled in associate-level programs must be enrolled in minimum 12 credit hours per term. For F-1 students enrolled in associate-level programs, no more than the equivalent of one online class or three credit hours per term is allowed to be counted towards the full course of study requirement. For F-1 students enrolled in the language study programs, no online classes will be counted towards a student's full course of study requirement.
- Meet program registration requirements every term.
- Maintain Satisfactory Academic Progress (SAP).
- Obtain proper employment authorization before beginning any work (if applicable).
- Report changes in address, legal name, or program within 10 calendar days of the change to the DSO.
- Obtain the DSO approval before traveling outside of the U.S.
- Report any intention to transfer to another school, leave the country or change status to the DSO.
- Obtain an updated I-20 when a funding source changes.
- Obtain approval from the DSO before starting a leave of absence.
- Keep a valid passport and Form I-94 at all times. Expiring passports can be renewed in the United States through the Embassy of the student's home country.
- File timely request for practical training and other changes or additions.
- Students who fail to maintain their F-1 student status are considered to be "out of status" and are not eligible for any student status benefits such as on- and off-campus employment, practical training, or registration for future courses. Out-of-status students must apply to USCIS to reinstate their F-1 status.
- Eligibility for student visa benefits can be regained if USCIS approves the reinstatement. For questions regarding the status reinstatement, students should contact the DSO.

### **SOCIAL SECURITY NUMBER REGULATIONS**

Federal regulations prohibit international students with F-1 visas from receiving a valid Social Security Numbers for employment purposes unless the student receives on-campus or off-campus employment, curricular practical training (CPT), or optional practical training (OPT). To apply for a Social Security Number, students must see an International Admissions Coordinator, International Student Advisor/DSO who will explain the process based on the student's employment options.

The following documentation will need to be provided to Social Security Office:

- A completed Form SS-5
- An I-20 Form with page 2 completed and signed by DSO
- An I-94 Form
- A valid passport
- Evidence of employment (letter from the employer with employment start and end dates)
- Confirmation letter from the DSO verifying the employment offered
- Students who receive a Social Security Number must provide the number to the Registrar.

### **DRIVER'S LICENSE**

To apply for or renew a driver's license, students should see the International Student Advisor/DSO.

### **F-1 STUDENT EMPLOYMENT OPPORTUNITIES**

"Employment" is defined as the rendering of services on either a part-time or full-time basis for compensation, financial or otherwise. It is important to remember that the employment of F-1 international students is restricted and controlled by U.S. Citizenship and Immigration Services (USCIS) regulations. Failure to comply with USCIS regulations will result in termination of F-1 student status.

### **EMPLOYMENT ELIGIBILITY VERIFICATION FORM (I-9 FORM)**

F-1 international students who are authorized for employment and their employers must complete the Employment Eligibility Verification Form (I-9 Form). The employer will retain the form. The I-9 Form must be updated each time a student receives a renewal of work permission. In general, F-1 students who have been in the U.S. less than five years may be exempt from Social Security (FICA) taxes. Student earnings are subject to applicable federal, state, and local taxes. Students must file a tax return on or before April 15th each year, which will determine if any of the withheld taxes can be refunded.

### **ON-CAMPUS EMPLOYMENT**

F-1 international students, who are enrolled full-time, may be eligible to work on campus. According to USCIS regulations, international students may work on campus up to 20 hours per week while school is in session and up to 40 hours per week during scheduled vacation breaks if on-campus positions are available. On-campus employment is not permitted after graduation. Students who participate in on-campus employment are eligible to apply for Social Security Number. The International Student Advisor/DSO can help with the SSN application process.

### **OFF-CAMPUS EMPLOYMENT BASED ON ECONOMIC NECESSITY**

F-1 international students may not work off-campus unless they receive permission from the U.S. Citizenship and Immigration Services (USCIS). To qualify for work permission due to economic necessity students must have been in the U.S. on an F-1 visa for at least one academic year, be enrolled full-time, and be in good academic standing. In addition, students must prove to USCIS that their financial circumstances have changed unexpectedly and that they no longer have sufficient funds to remain in school. They must also prove that work will not interfere with their studies. When circumstances warrant, USCIS will grant that permission based on severe and unforeseen economic hardship.

### **PRACTICAL TRAINING**

International students cannot engage in internships/externships, including volunteer positions, without approval from the U.S. Citizenship and Immigration Services (USCIS) and the College. There are two types of Practical Training: Curricular Practical Training and Optional Practical Training.

### **CURRICULAR PRACTICAL TRAINING**

F-1 students may engage in curricular practical training under certain conditions and only after receiving DSO approval.

To qualify for CPT, the student must:

- Continually maintain the F-1 student status in the U.S. and be active in SEVIS while applying. Students waiting for reinstatement, applicants wishing to transfer to the college with a terminated or a completed status, or those with a newly approved status change are not eligible for CPT.
- Be lawfully enrolled on a full-time basis for one academic year in the U.S. prior to CPT authorization.
- VESL and ESL students are not eligible for CPT.

### **CPT APPLICATION AND AUTHORIZATION PROCEDURES**

Students who meet all eligibility requirements for CPT must submit the following paperwork:

- CPT Request Form;
- Completed externship packet.

If CPT request is approved, the student will receive a new I-20 Form with CPT authorization. Students may engage in CPT employment only after they have received the I-20 Form with CPT authorization from the DSO. Work authorization is valid only for the specific externship site and the time period as approved and recorded by the DSO as evidenced on the I-20 Form. Students can neither begin externship until the CPT has been approved, nor continue externship beyond the date listed on their I-20 Form.

### **MAINTAINING CPT AUTHORIZATION**

To maintain the CPT authorization students must:

- Maintain full-time enrollment at all times while participating in CPT. CPT authorization will be voided if a student falls below the full-time status or is withdrawn from the program. Students authorized to take a leave of absence will not be eligible for CPT during the time of the leave.
- Maintain Satisfactory Academic Progress (SAP).
- Complete all externship requirements as prescribed by their program of study.
- Engage in externship only at the approved externship site and during the time period as authorized by the DSO on the I-20 Form.
- Immediately report any termination of externship to the Director of Clinical Externships and DSO.

### **OPTIONAL PRACTICAL TRAINING**

Optional practical training is designed to permit international students to gain practical experience in their major field of study after graduation and up to 12 months. USCIS permits international students to gain this experience during the year following their graduation. Students who obtain permission to engage in practical training after graduation remain in F-1 student status and may work legally and earn a salary without attending the school.

USCIS requires international students to work in a position that is directly related to their major.

A job offer is not required to apply for practical training after graduation. USCIS permits students to search for jobs during the one year of practical training, but the students may only be unemployed 90 days out of one year of OPT. USCIS also permits students to work as volunteers or unpaid interns, as long as their work meets OPT requirements and does not violate any local labor laws.

To qualify for OPT, F-1 students must apply for Employment Authorization Document (EAD) within the following time period: no more than 90 days prior to graduation and no more than 60 days after graduation. Applications are completed by DSO, after which the student must send applications to USCIS for adjudication. Approval often takes two to three months, so students are encouraged to apply early.

### **REDUCTION IN COURSE LOAD**

Students considering dropping below full-time enrollment for any reason must first receive DSO approval. Dropping below full-time course load without the DSO approval will jeopardize student's F-1 student status.

Students may be eligible for a reduction in course load in the following situations:

- **Academic Difficulties:** If a student is facing difficulties with the English language or reading requirements; is unfamiliar with the U.S. teaching pedagogy; or has been improperly placed in a course level, he or she should meet with the DSO who may authorize a reduction in course load. A reduced course load may not be available in some programs. The Code of Federal Regulations (CFR) states that a student must resume a full course of study at the next available term in order to maintain F-1 student status. According to the CFR, except as otherwise noted, a reduced course load must consist of at least nine clock hours a week.
- **Medical Conditions:** To authorize a reduction in course load due to a medical condition, students must provide medical documentation to the DSO.

### **TRAVEL**

Students who plan to travel outside of U.S. including trips to Canada or Mexico must receive DSO approval and appropriate documentation before leaving the country, otherwise they may be denied re-entry into the U.S. To receive DSO approval, the students must submit the following documents at least two weeks before departure:

- Current I-20
- Copy of Passport (must be valid at least six months from the departure date)
- I-94 card
- Proof of travel documents.

#### **TRANSFERRING OUT**

Students planning to transfer to another school in the U.S. should first consult with the International Student Advisor/DSO on their transfer eligibility. To complete the transfer, the student must provide the following documents:

- A transfer form and acceptance letter
- Accepting institution's address and contact information
- Students must update their contact information before transferring out

In order to be transferred "in-status" students must be in good academic standing with the College. Transfer out requests take 5 – 10 business days to process. To avoid jeopardizing their F-1 status, students must check that their transfer out was completed upon arrival at the new school.

# Financial Aid Policies

Midwestern Career College firmly believes that access to education beyond high school is the right of every individual. Lack of financial resources alone should not be a barrier to continuing one's education. Therefore, MCC is an eligible institution participating in federal financial aid programs. Financial Aid is available to those who qualify.

The purpose of financial aid is to assist those students who, without such aid, would be unable to attend MCC. The primary responsibility for meeting the costs of education rests with the individual students and their families.

## FSA ID

The beginning point for all federal aid starts with a student applying for an FSA ID, made up of a username and password, to access certain U.S. Department of Education websites. Your FSA ID is used to confirm your identity when accessing your financial aid information and electronically signing your federal student aid documents. Students (and Parent(s), if the student is deemed dependent) can apply online through the Department of Education website at <https://fsaid.ed.gov/npas/index.htm>. An FSA ID is needed in order to complete the Free Application for Federal Student Aid (FAFSA®).

## FAFSA®

To apply for federal student aid, such as federal grants, loans, and work-study, the prospective student will need to complete the Free Application for Federal Student Aid (FAFSA®) located at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Completing and submitting the FAFSA® is free and easier than ever and gives the prospective student access to the largest source of financial aid to pay for college or career school.

In addition, many states and colleges use FAFSA® information to determine the prospective student's eligibility for state and school aid, and some private financial aid providers may use the FAFSA® information to determine whether the prospective student is qualified for their aid.

### TO BE ELIGIBLE TO RECEIVE FEDERAL STUDENT AID, A STUDENT MUST:

- Be a citizen or eligible non-citizen of the United States.
  - Have a valid Social Security Number (SSN). Federal law requires students and parents to provide their SSNs to confirm the identity for college and university loan eligibility, grants, and work assistance. An institution may not distribute title IV HEA funds to students until satisfied that SSN is accurate.
  - Have a high school diploma or a General Education Development (GED) certificate or have completed homeschooling.
  - Be enrolled in an eligible program as a regular student seeking a degree or certificate.
  - Maintain satisfactory academic progress.
  - Not owe a refund on a federal student grant or be in default on a federal student loan
- Many types of federal student aid, such as the Federal Pell Grant or subsidized loans where the government pays the interest while you are in college, also require you to have financial need. Additionally, once a student has a bachelor's degree or a first professional degree, he/she is generally not eligible for Pell.

Other requirements may apply. Contact the Financial Aid Office for more information.

Eligibility for federal student aid does not carry over from one award year to the next. Therefore, students need to fill out the Free Application for Federal Student Aid (FAFSA®) for each award year in which you are or plan to be a student.

Your eligibility for financial aid can differ from year to year for various reasons, including your family's financial situation and the number of your family members enrolled in college.

Check [fafsa.ed.gov/help.htm](https://fafsa.ed.gov/help.htm) for more information.

## TYPES OF AID

Midwestern Career College offers the following major Federal Aid programs:

### FEDERAL PELL GRANT

Federal Pell Grants are usually awarded to undergraduate students who have not yet earned a bachelor's degree. The maximum Federal Pell Grant award for the 2021/2022 award year is \$6,495. However, the actual award depends on the student's financial need, the college's cost of attendance, the student's enrollment status, and the length of the academic year in which the student is enrolled. Students can receive the Federal Pell Grant for up to the equivalent of 12 semesters.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

The Federal Supplemental Educational Opportunity Grant (FSEOG) is an additional grant available to undergraduate students with exceptional financial need and gives priority to students who receive Federal Pell Grants and whose Expected Family Contribution (EFC) is a zero. The FSEOG does not need to be repaid.

### LOANS

Loans consist of money that the student borrows to help pay for college and must be repaid (plus interest). The U.S. Department of Education has two federal student loan programs.

MCC currently participates in the William D. Ford Federal Direct Loan (Direct Loan) Program which is the largest federal student loan program. Under this program, the U.S. Department of Education is your lender.

There are four types of Direct Loans available:

- Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate *financial need* to help cover the costs of higher education at a college or career school.
- Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate, and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan.
- Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid.
- Direct Consolidation Loans allow you to combine all your eligible federal student loans into a single loan with a single *loan servicer*.

The William D. Ford Federal Direct Loan Program enables students and parents to borrow money at low interest rates directly from the federal government. A Federal Direct Loan may be subsidized or unsubsidized. Direct PLUS Loans are always unsubsidized.

Subsidized loans are based on financial need and are available only to undergraduate students. The federal government pays the interest on subsidized loans while the borrower is in college and during deferment.

Unsubsidized loans are based on the student's education costs and other aid received. The borrower must pay all accrued interest on unsubsidized loans.

### EXPECTED FAMILY CONTRIBUTION (EFC)

The financial aid office will determine how much financial aid you are eligible to receive. Your eligibility for most federal student aid depends on a variety of factors, including your Expected Family Contribution (EFC), your year in college, your enrollment status, and the cost of attendance at the college you will be attending.

The EFC is not the amount of money your family will have to pay for college nor is it the amount of federal student aid you will receive. Think of the EFC as an index number used by your college to calculate how much financial aid



you are eligible to receive. This number is used to determine your eligibility for federal student financial aid. This number results from the financial information you provide in your FAFSA<sup>®</sup>, the application for federal student aid. Your EFC is reported to you on your *Student Aid Report* (SAR).

For more information, contact the financial aid office at your college or see *Funding Your Education: The Guide to Federal Student Aid*. *The Guide to Federal Student Aid* can be found at [studentaid.ed.gov/sa/resources](http://studentaid.ed.gov/sa/resources)

## REPAYMENT ESTIMATOR

The Repayment Estimator can also help you figure out which repayment plan is best for you. Results will show what your payments would be under each repayment plan. Go to the website listed below:

[studentloans.gov/myDirectLoan/mobile/repayment/repaymentEstimator.action](http://studentloans.gov/myDirectLoan/mobile/repayment/repaymentEstimator.action)

To find out more about repayment options before receiving a Direct Loan, borrowers may contact the financial aid office or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

You can also go to the Direct Loan Servicing Center website at [studentloans.gov/myDirectLoan/index.action](http://studentloans.gov/myDirectLoan/index.action) or call the center at 1-888-447-4460 for more information.

If you currently have a Direct Loan and would like the exact payment amount on your loan, you can find it out online at the website for the Direct Loan Servicing Center or you can call the center at 1-888-447-4460.

## CALCULATORS TO HELP ESTIMATE AND MANAGE DEBT

Determine expenses and income to create a budget for college by going to the website below:

<http://www.youcandealwithit.com/borrowers/calculators-and-resources/calculators/budget-calculator.shtml>

## CURRENT INTEREST RATES

The interest rate varies depending on the loan type and (for most types of federal student loans) the first *disbursement date* of the loan. The link below provides interest rates for Direct Loans

<https://studentaid.ed.gov/sa/types/loans/interest-rates>

## FEDERAL STUDENT AID OMBUDSMAN NOTIFICATION

Students should contact the Financial Aid Director at the institution who is always ready to assist with any questions or concerns regarding Federal Family Education Subsidized or Unsubsidized Loans.

In addition, the U.S. Department of Education's Office of the Ombudsman for student loan issues is available. The ombudsman resolves disputes from a neutral and independent viewpoint. The Office of Student Financial Assistance Ombudsman will informally research borrower's issues and suggest solutions to resolve.

Student borrowers can contact the Office of the Ombudsman:

Via Email: [fsaombudsman@ed.gov](mailto:fsaombudsman@ed.gov)

Via Online Assistance: [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov)

Via Toll-Free Telephone: 1.877.557.2575

Via Fax: 1.202.275.0549

Via Mail: U.S. Department of Education, FSA Ombudsman, 830 First Street N.E., Washington, D.C. 20202

## CONFLICTING INFORMATION POLICY

The College's Financial Aid Director is required to resolve any discrepancies before disbursing aid. If any discrepancy is found the student will be required to submit additional documents in order to resolve the conflicting information. Award letters cannot be generated before resolving the conflicting information.

## VERIFICATION POLICY

Verification is the process of checking the accuracy of the data supplied by the applicants. The following procedures will be followed at this College:

#### **DEADLINE**

ISIR must be in by the student's last day of attendance or by the date posted by USDE each year, whichever comes first. Students who are selected for verification must complete the verification process (submit all required forms and have the ISIR corrected) within 120 days of their last day of attendance or within 120 days of the date posted by USDE each year, whichever comes first. If the student does not complete verification within the timeframe, then the student will not qualify for Title IV at this College.

If students are selected for verification by CPS, there will be an asterisk \* next to their EFC on the ISIR. MCC also may decide to select a student for verification and at their discretion, may require a student to verify any FAFSA<sup>®</sup> information and to provide any reasonable documentation in accordance with consistently applied school policies.

#### **VERIFICATION ITEMS FOR 2021-2022**

##### **34 CFR 668.56**

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions and payments
- Tax-exempt interest
- Other untaxed income
- Income earned from work
- Household size
- Number in college
- High school completion status
- Identity/statement of educational purpose

#### **NOTIFYING STUDENTS OF VERIFICATION SELECTION**

The College will notify the student of the items required in order to complete the verification process.

#### **CORRECTION PROCEDURES**

The College will send off electronically for corrections through FAA Access to CPS online.

#### **NOTIFYING APPLICANTS OF AWARD CHANGE**

If the student's award changes, the College will notify the students about the changes immediately.

#### **REFERRING OVERPAYMENTS TO ED**

If during the verification process the College discovers overpayment situations, the College should make every reasonable effort to collect the overpayment. If, however, the College is unable to collect the overpayment and the situation was not the result of an institutional error, the College must refer the overpayment case to ED. The College is to refer cases involving an overpayment of \$25 or more. The student will still owe an overpayment and will continue to be ineligible for Federal student aid funds at any school. MCC will use the specific format for sending ED an overpayment by following the guidelines as outlined in the Federal Student Aid Handbook.

#### **REFERRING FRAUD CASE**

If we suspect that an applicant, employee, or other individual has misreported information and /or altered documentation for the purpose of increasing his or her student aid eligibility or fraudulently obtaining federal funds, we will report our suspicions (and provide evidence) to the Office of Inspector General (OIG) or to local law

enforcement officials. Telephone numbers for the eight regional offices of the Inspector General are listed in the Verification Guide which can be found at <https://ifap.ed.gov/fsahandbook/attachments/1819FSAHbkAVG.pdf>

**Signs of student aid fraud may include the following:**

- Forged, falsified, or counterfeit documents
- Irregular signatures and certifications
- False or fictitious names, addresses, and SSNs
- Consistently misreported information
- False claims of dependency and/or citizenship status
- Offered and/or paid "kickbacks" to school staff
- Unreported or misreported receipt of student aid

## **ENTRANCE COUNSELING**

The students must complete entrance counseling online at <https://studentloans.gov/myDirectLoan/index.action>. Students must submit proof of completion of Entrance Counseling to the Financial Aid Department. If a student fails to do so, the College will mail an Entrance Counseling Booklet on the last known address of the student.

The College requires all Financial Aid students to complete Entrance Counseling within 30 days of official admission.

## **EXIT COUNSELING**

The College requires all financial aid students who have received any loans to complete Exit Counseling at the time of completion of their training program or at the time of official withdrawal at [studentloans.gov/myDirectLoan](https://studentloans.gov/myDirectLoan). If a student fails to do so, the College will mail an Exit Counseling Booklet on the last known address of the student.

## **COST OF ATTENDANCE BUDGETS**

The cost of attendance is the estimated full and reasonable cost of completing a full year as a full-time student. Cost of attendance may include:

- tuition and fees payable to the College
- books and supplies

## **PRIOR YEAR CHARGES**

Following the Department's policy on "Prior Year Charges," the College uses current year funds for prior award year charges for tuition, fees, room and board for a maximum total of \$200.

Notes: If a student's aid package includes direct loan, the year is the loan period. If the student doesn't have the direct loan, the year is the award year.

## **DEPENDENCY OVERRIDES AND PROFESSIONAL JUDGMENT**

The College's financial aid department handles dependency overrides and professional judgment matters on a case-by-case basis. Students interested in seeking further information on dependency overrides or professional judgments must see the Financial Aid Office.

## **STUDENT WITHDRAWAL AND R2T4 POLICY**

All enrolled students are notified through the College Catalog about the withdrawal process and the student's rights and responsibilities; including how a student reports the intent to withdraw and how the student begins the withdrawal process.

## **HOW WITHDRAWING AFFECTS FINANCIAL AID & STUDENT LOANS**

Students considering withdrawal from the program should be aware that Returns of Title IV financial aid funds are calculated according to applicable federal laws.

Federal regulations state that financial aid is earned by attending classes. The student has not earned 100% of the financial aid until the student completes one module that includes 49% or more of the number of days in the payment period or a combination of modules that when combined contain 49% or more of the number of days in the payment period or completed coursework equal to or greater than the coursework required for the institution's definition of a half-time student for the payment period.

If the student withdraws before this, a portion of his/her financial aid has not been earned, and the unearned portion must be returned. This may result in a balance on a student's account. The balance is the student's responsibility.

The unearned portion is equal to the percentage of the payment period remaining on the date of withdrawal. The student's financial aid and loan eligibility will be recalculated based on the student's actual period of attendance; therefore, the student may be required to repay a substantial portion of the financial aid. If the student stops attending class, he/she will be treated as an unofficial withdrawal, and the last date of attendance will be used to calculate any tuition adjustments. This may result in the student owing funds to the school.

### **RETURN OF TITLE IV FUNDS (R2T4)**

Title IV funds are awarded to a student under the assumption that the student will attend the College for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

Regardless of any adjustment to student's charges, if he/she withdraws from the College, the student's financial aid may be adjusted based on the percentage of the term he/she completed before withdrawing. The law specifies how the College must determine the amount of Federal Financial Aid that the student earned if he/she withdraws from the College. In some cases, Federal Return of Title IV Funds (R2T4) regulations may require that aid be returned to the federal government for students who completely withdraw. The Federal Financial Aid programs that are covered by this law in which this College participates are: Federal Pell Grants and Federal Direct Loans.

When a student withdraws during a term, the amount of Federal Financial Aid earned by the student up to that point is determined on a pro-rata basis using R2T4 template worksheet developed by the Department of Education. If a student received less assistance than the amount that he/she earned, he/she may be able to receive those additional funds. If a student received more assistance than he/she earned, the excess funds must be returned by the College and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if a student completed 30% of the payment period, he/she earns 30% of the assistance he/she was originally scheduled to receive. Once a student has completed one module that includes 49% or more of the number of days in the payment period or a combination of modules that when combined contain 49% or more of the number of days in the payment period or completed coursework equal to or greater than the coursework required for the institution's definition of a half-time student for the payment period, he/she earns all the assistance that he/she was eligible to receive for that period. or completed coursework equal to or greater than the coursework required for the institution's definition of a half-time student for the payment period.

If a student did not receive all of the funds that he/she earned, he/she may be due a Post-withdrawal disbursement. If the student's Post-withdrawal disbursement includes loan funds, the Financial Aid Department must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she does not incur additional debt.

The College may automatically use all or a portion of the student's Post-withdrawal disbursement of grant funds for tuition and fees. The College needs the student's permission to use the Post-withdrawal grant disbursement for all other College charges. If the student does not give his/her permission, he/she will be offered the funds.

However, it may be in the student's best interest to allow the College to keep the funds to reduce his/her debt at the College.

There are some Federal funds that a student was scheduled to receive that cannot be disbursed to him/her once he/she withdraws because of other eligibility requirements. If a student has received excess funds, the College must receive these funds back from the student and return a portion of the excess based on the Title IV Return of Funds calculated percent. The College must return a portion of the excess equal to the less of:

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of excess funds. The funds must be credited to outstanding loan balances of any amount awarded for the term in which a return is required in the following order:
  1. Federal Direct Unsubsidized (Unsub) Loan
  2. Federal Direct Subsidized (Sub) Loan
  3. Federal Parent PLUS Loan
  4. Federal Pell Grant
  5. Federal Supplemental Educational Opportunity Grant (FSEOG)

If the College is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, he/she repays in accordance with the terms of his/her promissory note. That is if the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that he/she must repay is half of the grant funds he/she received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with his/her school or the Department of Education to return the unearned grant funds. The requirements for Federal Financial Aid funds when a student withdraws are separate from the refund policy that the College has. A student may still owe funds to the College to cover unpaid institutional charges.

The College determines the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. Before completing one module that includes 49% or more of the number of days in the payment period or a combination of modules that when combined contain 49% or more of the number of days in the payment period or completed coursework equal to or greater than the coursework required for the institution's definition of a half-time student for the payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.

After completing one module that includes 49% or more of the number of days in the payment period or a combination of modules that when combined contain 49% or more of the number of days in the payment period or completed coursework equal to or greater than the coursework required for the institution's definition of a half-time student for the payment period, a student has earned 100% of the Title IV funds he or she was eligible to receive during the period.

For a student who withdraws after completing one module that includes 49% or more of the number of days in the payment period or a combination of modules that when combined contain 49% or more of the number of days in the payment period or completed coursework equal to or greater than the coursework required for the institution's definition of a half-time student for the payment period there may not be any unearned funds. However, the College still determines whether the student is eligible for a post-withdrawal disbursement (PWD) or needs to perform a Pell recalculation.

## **R2T4 CALCULATION**

For Example: (The example shown below is only intended for the detailed explanation and it does not reflect any student withdrawal that may exist.)

**A student withdrew on the 45<sup>th</sup> calendar day of a 115<sup>th</sup> calendar day payment period.**

MCC College Charges:

Tuition Fee:	\$ 6,300.00
Registration Fee:	60.00
Books:	<u>325 .00</u>
Total Tuition Fee:	\$ 6,685.00

Financial Aid:

Federal Pell Grant:	\$ 2,865.00
Federal Direct Sub:	1,732.00
Federal Direct Unsub:	<u>2,672.00</u>
Total Financial Aid Disbursed:	\$ 7,269.00

Earned Aid:

- Percentage of Title IV Aid Earned based on Date of Withdrawal:  $45/115 = 39\%$
- Amount of Federal Financial Aid Earned:  $\$7,269.00 \times 39\% = \$ 2,834.91$
- 61% of the term not attended (100%-39%)

Unearned Aid:

- Amount of Federal Financial Aid Unearned:  $\$7,269.00$  (total FA) -  $\$2,834.91$  (earned aid) =  $\$4,434.09$

Amount of Unearned Charges:

- $\$ 6,685.00$  (tuition fee)  $\times 61\%$  (percent of term not attended) =  $\$ 4,077.85$

Amount to school to return to Department of Education =  $\$ 4,077.85$

The College is responsible for returning the lesser of unearned Title IV aid  $\$4,434.09$  or the unearned tuition fee charges ( $\$6,685.00 \times 61\% = \$ 4,077.85$ ). The College will return the financial aid as follows:

Federal Direct Unsub:	\$2,672.00
<u>Federal Direct Sub:</u>	<u>\$ 519.15</u>
Total:	\$4,077.85

**OFFICIAL WITHDRAWAL**

A student may give notice of withdrawal from the program by filling out the Student Program Withdrawal Form and submitting it in person or by email to the Registrar's Office at registrar@mccollege.edu. The date listed on the form will be used as the official date of withdrawal.

**UNOFFICIAL WITHDRAWAL**

The last date of attendance will be used as an unofficial date of withdrawal if a student stops attending school and does not notify the school in writing. This also applies to students who are dismissed or removed for academic or disciplinary reasons. In this instance, a student will be administratively dropped from his/her courses on the 14<sup>th</sup> calendar day from the last day of attendance.

**DATE OF DETERMINATION (DOD)**

The date of determination (DOD) is the date MCC determines that a student will not return to class. Students who stop attending all of their classes without notifying MCC, will be administratively withdrawn on the 14<sup>th</sup> calendar day of non-attendance.

### **POST-WITHDRAWAL DISBURSEMENTS**

In the event a student is eligible for a post-withdrawal disbursement based on the student's budget, awarded financial aid and Title IV funds and R2T4 calculations, a post-withdrawal disbursement must be made only after the following conditions are met.

Student and parents were verbally notified of the availability of post-withdrawal disbursements by the Office of Financial Aid within one week from the date of R2T4 calculation was performed.

In most cases, students and parents verbally notified the Office of Financial Aid within a reasonable time indicating their acceptance of available post-withdrawal disbursement amounts. The reasonable time refers to allowing sufficient time to the College to process a post-withdrawal disbursement within the deadlines set by the Department of Education.

The student has outstanding institutional charges that are due and wants to pay off those charges by applying his/her post-withdrawal disbursement. Student/Parents completed all necessary paperwork related to such post-withdrawal disbursement within a reasonable time.

The Office of Financial Aid must track the notification and authorization to make the disbursement and meet deadlines as prescribed by ED. The College must process Title IV aid within 180 days from the last day of the enrollment period.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

A student may give notice of cancellation/withdrawal to the College in writing. The unexplained absence of a student from a College for more than 14 scheduled days of class shall constitute constructive notice of withdrawal from the College. For these purposes, the date of withdrawal shall be the last day of attendance.

### **TIME FRAME FOR RETURN OF TITLE IV PROGRAM FUNDS**

In the event of any official or unofficial withdrawals, R2T4 refund must be done within 45 days from the date of determination of such withdrawal.

### **STUDENT/PARENT RIGHT-TO-CANCEL POLICY (DIRECT LOANS)**

The Direct Loan borrowers' have right to cancel all or a portion of the loan or loan disbursement (which will result in the loan proceeds being returned to the holder of the loan), and the procedures and time frame in which the borrower must notify the school to cancel the loan or loan disbursement.

If the borrower wishes to cancel a loan or loan disbursement, the borrower must inform the College. The school then must return any loan proceeds it has not directly disbursed to the student or parent to the holder of the loan, cancel the loan, or both, if the school receives the cancellation request within 14 days.

If the borrower informs the College after either of these deadlines, the College may still honor the student's or parent's request for loan cancellation, but the College is not required to do so. Regardless of when the College receives the request, the College must inform the student or the parent, in writing or by electronic means, of the outcome of the request.

### **NON-AFFIRMATIVE CONFIRMATION**

Non-affirmative confirmation informs students of the types and loan amounts of Title IV loans and does not require written confirmation. Then the school must provide current cancellation notice within a shorter period of

time (no earlier than 30 days before, but no later than 7 days after it credits the loan funds to the student's account). The school must also give the student 30 days to cancel all or part of the loan or loan disbursement.

### **CREDIT BALANCE/REIMBURSEMENT POLICY**

The College will disburse an FSA credit balance to a student within 14 days of the date it was created. The disbursements of such funds will be made upon receipt of funds only from the U.S. Department of Education (USDE) and completion of the processing by the College. Since the school's program start dates are on rolling basis, the dates for credit balance disbursement vary by program. Also, payment of funds may be delayed for a particular student if the USDE requests additional documents from the Student or from the College.

If a student's account credit balance is related to non-Title IV Federal Student Aid funds (for example, external scholarships, grants, or private loans) the credit balance in the account may be reduced, returned to the source, or refunded to the student, depending on the specifics of the situation and the conditions of the award. Similarly, the disbursements of such funds will be made after the receipt of funds and upon completion of the processing by the College, which is expected within a reasonable period, often possible within a few weeks.

### **SPECIAL PROVISIONS FOR BOOKS AND SUPPLIES POLICY**

#### **34 CFR 668.164(I)(3)**

In order to academically succeed in a program, a student must be able to purchase books and supplies at the beginning of the academic period. Therefore, by the seventh day of a payment period, a school must provide a way for a student who is eligible for a Federal Pell Grant to obtain or purchase the books and supplies required for the payment period if:

- Ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student; and
- Disbursement of those funds would have created an FSA credit balance.

A school must consider all the FSA funds a student is eligible to receive at the time it makes the determination, but the school does not need to consider aid from non-FSA sources.

A student has the right to decline to participate in the process the College provides for the student to obtain or purchase books.



# Academic Programs

## CIP CODES

Associate of Applied Science in Accounting	52.0301
Associate of Applied Science in Business Administration	52.0201
Associate of Applied Science in Diagnostic Medical Sonography	51.0910
Associate of Applied Science in Diagnostic Medical Imaging Radiography	51.0911
Associate of Applied Science in Information Technology	11.1005
Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology	51.0920
Associate of Applied Science in Marketing	52.1401
Associate of Applied Science in Non-Invasive Cardiovascular Sonography	51.0901
Associate of Applied Science in Surgical Technology	51.0909
Clinical Medical Assisting	51.0801
Dental Assisting Program	51.0601
Dialysis Technologist Training Program	51.1011
Electroneurodiagnostic (END) Technologist	51.0903
Medical Assisting	51.0801
Phlebotomy Technician	51.1009
Sterile Processing	51.1012
Vocational English as a Second Language	32.0109
English as a Second Language	32.0109
QA Software Testing	11.0501
Web Design Specialist	11.0801

## CIP AND SOC CODES RELATIONSHIP

The 2010 Classification of Instructional Programs (CIP) is a taxonomic coding scheme of instructional programs. Its purpose is to facilitate the organization, collection, and reporting of fields of study and program completions activity. The CIP was originally developed in 1980 by the National Center for Education Statistics (NCES) in the U.S. Department of Education. For more information on CIP codes, please visit <https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>

The 2010 Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories to collect, calculate, or disseminate data. All workers are classified into one of 840 detailed occupations according to their occupational definition. To facilitate classification, detailed occupations are combined to form 461 broad occupations, 97 minor groups, and 23 major groups. For more information on SOC codes, please visit <http://www.bls.gov/soc/classification.htm>

Relationships between CIP and SOC may be one-to-one, one-to-many, many-to-one, or many-to-many. Since SOC codes tend to be more specific than CIP codes, it is likely that one CIP code will map to multiple SOC codes. This is in part because the CIP codes describe instructional programs that will often provide training that can be applied to multiple occupations.

It is possible that there may be no direct correspondence between a CIP Code and a SOC code. This may occur because the CIP program code is not career related, because an insufficient number of institutions offer the program, to justify having a CIP-SOC code crosswalk, or because program CIP contains "other" program code (These are codes ending in "99" code format: XX.XX99 or xx.9999), and the title ends in "Other." Where the scope of the group containing an "other" CIP is broader, it may not be possible to identify SOC codes for which the CIP program provides direct preparation. This is true, in part, because the CIP provides little or no guidance or information about what specialties are classified in the "other" CIP code, and the CIP classification allows for variation by the state as to what is classified as "other." For more information on the CIP-SOC crosswalk, please visit <https://nces.ed.gov/ipeds/cipcode/resources.aspx?y=55>

# Associate of Applied Science in Diagnostic Medical Imaging Radiography

## PROGRAMMATIC ACCREDITATION AND RECOGNITION

Midwestern Career College's Associate of Applied Science in Diagnostic Medical Imaging Radiography is recognized by the American Registry of Radiologic Technologists (ARRT): <https://www.arrt.org/about-the-profession/learn-about-the-profession/recognized-educational-programs>.

## PROGRAM DESCRIPTION

The Associate of Applied Science in Diagnostic Medical Imaging Radiography program is designed for students who plan to learn more about radiography and become a professional in the health care field. It delves into the intricacies of biology, radiation safety, radiation protection, proper patient positioning, patient safety, equipment, image analysis, anatomy, and pathology. Through coursework and externship, students will become knowledgeable in the use of diagnostic medical imaging radiography for the purpose of helping physicians diagnose illness and pathology. Upon completion of the program, graduates will be prepared to take the American Registry of Radiologic Technologists (ARRT) certification and enter the workforce as an entry-level radiologic technologist.

## PROGRAM MISSION STATEMENT

The mission of the Associate of Applied Science in Diagnostic Medical Imaging Radiography program is to provide premier career-focused education in medical imaging radiology to prepare competent entry-level medical imaging radiologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

## PROGRAM INFORMATION

Program Length: **80 weeks**

Clock Hours: **1680**

Semester Credit Hours: **73**

Eligibility to sit for the American Registry of Radiologic Technologists (ARRT) certification upon program completion.

## PROGRAM OBJECTIVES

The Associate of Applied Science in Diagnostic Medical Imaging Radiography prepares students to:

- Demonstrate knowledge and clinical competency to perform the duties of an entry-level radiologic technologist;
- Communicate effectively and professionally as a member of the healthcare team;
- Demonstrate problem-solving and critical thinking skills;
- Demonstrate professional and ethical conduct in a health care setting.

## PROGRAM GOALS

The Associates of Applied Science in Diagnostic Medical Imaging Radiography Program prepares competent entry-level radiographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

### Cognitive

- Recognize the difference between normal anatomy and pathology;
- Understand how to adjust protocols per exam;
- Develop critical thinking in a high paced Radiography setting.

### Psychomotor

- Demonstrate knowledge and skill level to select appropriate protocols and parameters needed to perform successful X-ray exams;

- Demonstrate proper patient positioning procedures.

**Affective**

- Recognize the importance of proper patient care and safety in a challenging environment;
- Learn the value of patient understanding, empathy, and sympathy;
- Provide patient care and instructions specific to exam procedures.

**CURRICULUM DEVELOPMENT**

Midwestern Career College has developed its curriculum for the AAS in Diagnostic Medical Imaging Radiography program using the recommendations and guidelines set forth by American Registry of Radiologic Technologists (ARRT), the American Society of Radiologic Technologists (ASRT), and by the American College of Radiology (ACR).

**PROGRAM COURSES**

<b>Courses</b>	<b>Semester Credit Hours</b>
RAD101 Intro to Diagnostic Medical Imaging Radiography	2
RAD121 Radiographic Positioning and Procedures I	3
RAD122 Radiographic Positioning and Procedures II	3
RAD102 Fundamentals of Radiation	2
ALH141 Patient Care and Radiation Protection	1
ALH101 Medical Terminology	3
ALH145 Law and Ethics in Imaging Science	2
RAD150 Registry Review for Radiography	2
RAD140 Radiologic Pathology	2
ALH102 Human Anatomy and Physiology	3
RAD110 Sectional Anatomy I	4
RAD115 Sectional Anatomy II	4
RAD130 Special Procedures in Radiography	2
RAD135 Image Analysis and Digital Imaging in Radiography	3
RAD161 Clinical Education I	6
RAD162 Clinical Education II	6
RAD163 Clinical Education III	6
MTH113 General Education Math	3
SYC114 Introduction to Psychology	3
HUM115 Introduction to Humanities	3
END114 English Composition I	3
BIO101 Introduction to Biology	3
ENG115 Introduction to Speech Communication	3

# Associate of Applied Science in Diagnostic Medical Sonography

## PROGRAM DESCRIPTION

Associate of Applied Science in Diagnostic Medical Sonography program prepares students with the general education, applied knowledge, technical skills, and work habits required for entry-level positions in the Diagnostic Medical Sonography field. The Diagnostic Medical Sonographer utilizes medical ultrasound techniques to gather Sonographic data used to diagnose a variety of conditions and diseases.

## PROGRAM MISSION STATEMENT

The mission of Midwestern Career College's Associate of Applied Science in Diagnostic Medical Sonography program is to provide premier career-focused education in diagnostic medical sonography to prepare competent entry-level ultrasound sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

## PROGRAM INFORMATION

Program Length: **80 weeks**

Clock Hours: **1685**

Semester Credit Hours: **74**

Eligibility for the Sonography Certification through the American Registry of Radiologic Technologists (ARRT) with the completion of required competencies.

Eligibility for the Sonography Principles & Instrumentation (SPI) Examination through the American Registry for Diagnostic Medical Sonography (ARDMS).

Provides pathways to Registered Diagnostic Medical Sonographer (RDMS) certification exam eligibility through American Registry for Diagnostic Medical Sonography (ARDMS).

A graduate of Associate of Applied Science in Diagnostic Medical Sonography program may qualify to sit for Registered Diagnostic Medical Sonographer (RDMS) certification through ARDMS if prior to admission into this program he or she has graduated from:

- a two-year allied health educational program that is patientcare related (prerequisite 1). Allied health occupations include, but are not limited to, diagnostic medical sonographer, radiologic technologist, respiratory therapist, physical therapist, and registered nurse;
- or with a bachelor's degree in any major (prerequisite 3A);
- or after working for one year in the Ultrasound field from the date of graduation from MCC's AAS in Diagnostic Medical Sonography program (prerequisite 1);
- or after earning the Sonography Certification through the American Registry of Radiologic Technologists (ARRT) (prerequisite 5).

Per ARDMS General Prerequisites guide, "prerequisite requirements are subject to change at any time and from time to time. Applicants must meet current prerequisite requirements at the time of application." For detailed prerequisite information students should refer to [ARDMS.org](http://ARDMS.org).

## PROGRAM OBJECTIVES

The Applied Science in Diagnostic Medical Sonography Program prepares students to:

- To provide education and training to students so that the students possess the knowledge and skills required for employment as entry-level Sonographer;

- Provide individuals with didactic and hands-on lab education regarding the clinical skills in patient care, medical imaging procedures, patient positioning techniques, scanning principles, protocols, and procedures;
- Prepare students to take and pass either the ARDMS or ARRT certification examinations;
- Prepare students to perform effectively as skilled allied health professionals with the skills needed to meet the demand for quality employees.

### PROGRAM GOALS

The Associate of Applied Science in Diagnostic Medical Sonography Program prepares competent entry-level ultrasound sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

#### Cognitive

- Obtain, review, and integrate pertinent patient data to facilitate optimum diagnostic results;
- Demonstrate critical thinking skills during the performance of sonographic procedures to provide optimum diagnostic services.

#### Psychomotor

- Perform sonographic procedures appropriately and accurately;
- Record all anatomic and physiologic information for interpretation by a physician;
- Document and present complete and accurate sonographic findings to the interpreting physician to facilitate patient diagnosis;
- Maintain optimal function of the sonographic equipment;
- Assist physician during invasive ultrasound-guided procedures.

#### Affective

- Demonstrate effective communication skills with patients and all members of the healthcare team;
- Provide compassionate patient care and education to promote overall well-being;
- Act professionally within recognized ethical and legal standards;
- Demonstrate a commitment to lifelong learning.

### CURRICULUM DEVELOPMENT

Associate of Applied Science in Diagnostic Medical Sonography program follows the recommendations set forth by the American Society of Radiologic Technologists (ASRT) Cardiac-Interventional and Vascular- Interventional Curriculum Guide, joint committee of the Association of Educators in Imaging and Radiological Sciences (AEIRS), addresses the topics listed in the American Registry for Diagnostic Medical Sonography (ARDMS) outline for the Sonography Principles and Instrumentation examination, and follows the rules and regulations of the American College of Radiology (ACR).

### PROGRAM COURSES

Courses	Semester Credit Hours
ALH104 Medical Terminology	2
ALH102 Anatomy and Physiology	3
DMS110 Abdomen/Superficial Structures I	3
DMS116 Scanning Principles and Protocols I	3
PHY121 Sonographic Physics and Instrumentation I	3
ALH130 Patient Care, Law & Ethics in Sonography	2
DMS120 Abdomen/Superficial Structures II	3
DMS126 Scanning Principles and Protocols II	2

PHY122 Sonographic Physics and Instrumentation II	3
DMS231 Abdomen/Superficial Structures III	3
DMS236 Scanning Principles and Protocols III	2
DMS233 OB/GYN I	3
DMS234 Scanning Principles and Protocols OB/GYN I	2
DMS240 OB/GYN II	3
DMS247 Scanning Principles and Protocols OB/GYN II	2
VAS100 Vascular Ultrasound	3
VAS101 Scanning Principles and Protocols for Vascular Course	2
DMS249 Scanning Principles and Protocols IV	2
DMS255 Board Exam Prep	2
DMS235 Diagnostic Medical Sonography Clinicals	8
ENG114 English Composition I	3
ENG115 Introduction to Speech Communication	3
BIO101 Introduction to Biology	3
MTH113 General Education Mathematics	3
SYC114 Introduction to Psychology	3
HUM115 Introduction to Humanities	3

# Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology

## PROGRAMMATIC ACCREDITATION AND RECOGNITION

Midwestern Career College's Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology is programmatically accredited by the Commission on Accreditation of the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT). Mailing address: 2444 NW 8th Street Delray Beach, FL 33445. Phone: 561-450-6880, Email: [armrit@msn.com](mailto:armrit@msn.com), fax: 561-265-5045.

Program Listing: <http://www.armrit.org/schools.php>

The program is also recognized by the American Registry of Radiologic Technologists (ARRT):

<https://www.arrt.org/about-the-profession/learn-about-the-profession/recognized-educational-programs>.

## PROGRAM DESCRIPTION

Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology program prepares students with the general education, applied knowledge, technical skills, and work habits required for entry-level positions in the Magnetic Resonance Imaging (MRI) Technology field. The Magnetic Resonance Imaging Technologist utilizes the resonant frequency properties of atoms within a magnetic field to image anatomic and/or physiologic conditions of the body to assist physicians in the diagnosis and treatment of disease.

## PROGRAM MISSION STATEMENT

The mission of Midwestern Career College's Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology program is to provide premier career-focused education in Magnetic Resonance Imaging (MRI) technology to prepare competent entry-level Magnetic Resonance Imaging technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

## PROGRAM INFORMATION

Program Length: **80 weeks**

Clock Hours: **1840**

Semester Credit Hours: **72**

Eligibility for Phlebotomy Certification through National Center for Competency Testing (NCCT).

Eligibility for the Registered Phlebotomy Technician (RPT) exam through American Medical Technologists (AMT) after completing 25 additional venipunctures draws (total of 50) and 10 skin punctures not provided by MCC.

Eligibility to sit for the American Registry of Radiologic Technologists (ARRT) and the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT) certifications upon program completion.

## PROGRAM OBJECTIVES

The Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology Program prepares students to:

- Demonstrate knowledge and clinical competency to perform the duties of an entry-level MRI technologist;
- Communicate effectively and professionally as a member of the healthcare team;
- Demonstrate problem-solving and critical thinking skills;
- Demonstrate professional and ethical conduct.

## PROGRAM GOALS

The Associates of Applied Science in Magnetic Resonance Imaging (MRI) Technology Program prepares competent entry-level Magnetic Resonance Imaging technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

**Cognitive**

- Recognize the difference between normal anatomy and pathology;
- Understand how to adjust protocols per exam;
- Develop critical thinking in a high paced MRI setting.

**Psychomotor**

- Demonstrate knowledge and skill level to select appropriate protocols and parameters needed to perform successful MRI exams;
- Demonstrate proper patient positioning procedures.

**Affective**

- Recognize the importance of proper patient care and safety in a challenging environment;
- Learn the value of patient understanding, empathy, and sympathy;
- Provide patient care and instructions specific to exam procedures.

**CURRICULUM DEVELOPMENT**

Midwestern Career College has developed its curriculum for the AAS in MRI Technology program using the recommendations and guidelines set forth by the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT), American Registry of Radiologic Technologists (ARRT), the American Society of Radiologic Technologists (ASRT), and by the American College of Radiology (ACR).

**PROGRAM COURSES**

<b>Courses</b>	<b>Semester Credit Hours</b>
ALH102 Anatomy and Physiology	3
ALH104 Medical Terminology	2
MRI101 MRI Physics and Instrumentation I	3
MRI102 MRI Physics and Instrumentation II	3
MRI122 Patient Care and Safety in MRI	2
MRI121 Laws and Ethics in Imaging Sciences	2
MRI123 Sectional Anatomy I	4
MRI233 Sectional Anatomy II	4
ALH112 Venipuncture for Imaging Professionals	3
MRI141 MRI Clinical Positioning Sim I	2
MRI142 MRI Clinical Positioning Sim II	2
MRI143 MRI Clinical Positioning Sim III	2
MRI250 Advanced Imaging Techniques	3
MRI249 Medical Imaging Pathology	2
MRI252 MRI Registry Review	2
MRI144 MRI Clinical I	6
MRI145 MRI Clinical II	6
MRI146 MRI Clinical III	6
BIO101 Introduction to Biology	3
MTH113 General Education Mathematics	3



ENG114 English Composition I	3
SYC114 Introduction to Psychology	3
HUM115 Introduction to Humanities	3

# Associate of Applied Science in Non-Invasive Cardiovascular Sonography

## PROGRAM DESCRIPTION

Associate of Applied Science in Non-Invasive Cardiovascular Sonography program prepares students with the general education, applied knowledge, technical skills, and work habits required for entry-level positions in the Cardiovascular Sonographer field. The Cardiovascular Sonographer performs noninvasive and peripheral examinations of the cardiovascular system at the request of physicians to aid in diagnoses and therapeutic treatments.

## PROGRAM MISSION STATEMENT

The mission statement of Midwestern Career College's Associate of Applied Science in Non-Invasive Cardiovascular Sonography program is to provide premier career-focused education in non-invasive cardiovascular medical sonography to prepare competent entry-level ultrasound sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

## PROGRAM INFORMATION

Program Length: **80 weeks**

Clock Hours: **1680**

Semester Credit Hours: **78**

Eligibility to become Certified Cardiographic Technician (CCT) through Cardiovascular Credentialing International (CCI).

Provides pathway to Registered Cardiac Sonographer (RCS) certification exam eligibility through Cardiovascular Credentialing International (CCI) with the completion of additional 350 clinical hours not provided by MCC.

Eligibility for the Sonography Principles & Instrumentation (SPI) Examination through the American Registry for Diagnostic Medical Sonography (ARDMS).

Provides pathway to Registered Diagnostic Cardiac Sonographer (RDCS) certification exam eligibility through American Registry for Diagnostic Medical Sonography (ARDMS).

A graduate of MCC's Associate of Applied Science in Non-Invasive Cardiovascular Sonography program may qualify to sit for Registered Diagnostic Cardiac Sonographer (RDCS) certification through ARDMS if prior to admission into this program he or she has graduated from:

- a two-year allied health educational program that is patientcare related (prerequisite 1). Allied health occupations include, but are not limited to, diagnostic medical sonographer, radiologic technologist, respiratory therapist, physical therapist, and registered nurse;
- or with a bachelor's degree in any major (prerequisite 3A);
- or after working for one year in the Ultrasound field from the date of graduation from MCC's AAS in Non-Invasive Cardiovascular Sonography program (prerequisite 1);
- or after earning Registered Cardiac Sonographer (RCS) certification through Cardiovascular Credentialing International (CCI) (prerequisite 5).

Per ARDMS General Prerequisites guide, "prerequisite requirements are subject to change at any time and from time to time. Applicants must meet current prerequisite requirements at the time of application." For detailed prerequisite information students should refer to [ARDMS.org](http://ARDMS.org).

## PROGRAM OBJECTIVES

The Applied Science in Non-Invasive Cardiovascular Sonography Program prepares students to:

- To provide education and training to students so that the students possess the knowledge and skills required for employment as entry-level cardiovascular Sonographer;
- To provide sufficient didactic and hands-on lab education regarding Non-Invasive Cardiovascular Sonographer tasks in a cardiac lab, medical center, technology center or hospital;
- To discuss clinical activities in which the student will apply critical thinking skills;
- To provide an understanding of patient care procedures in the cardiac field;
- To provide hands-on training to perform diagnostic tests like EKG/ECG and Stress EKG;
- To provide an understanding and performing Holter Monitoring;
- To prepare students to take and pass the Certified Cardiographic Technician (CCT) examination;
- Prepare students to perform effectively as skilled allied health professionals with the skills needed to meet the demand for quality employees.

## PROGRAM GOALS

The Applied Science in Non-Invasive Cardiovascular Sonography Program prepares competent entry-level ultrasound sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

### Cognitive

- Obtain, review, and integrate pertinent patient data to facilitate optimum diagnostic results;
- Demonstrate critical thinking skills during the performance of sonographic procedures to provide optimum diagnostic services.

### Psychomotor

- Perform sonographic procedures appropriately and accurately;
- Record all anatomic and physiologic information for interpretation by a physician;
- Document and present complete and accurate sonographic findings to the interpreting physician to facilitate patient diagnosis;
- Maintain optimal function of the sonographic equipment;
- Assist physician during invasive ultrasound-guided procedures.

### Affective

- Demonstrate effective communication skills with patients and all members of the healthcare team;
- Provide compassionate patient care and education to promote overall well-being;
- Act professionally within recognized ethical and legal standards;
- Demonstrate a commitment to lifelong learning.

## CURRICULUM DEVELOPMENT

Associate of Applied Science in Non-Invasive Cardiovascular Sonography program follows the recommendations set forth by the American Society of Radiologic Technologists (ASRT) Cardiac-Interventional and Vascular-Interventional Curriculum Guide, joint committee of the Association of Educators in Imaging and Radiological Sciences (AEIRS), addresses the topics listed in the Cardiovascular Credentialing International outline for the Certified Cardiographic Technician (CCT) examination, and follows the rules and regulations of the American College of Radiology (ACR).

## PROGRAM COURSES

Courses	Semester Credit Hours
ALH102 Anatomy and Physiology	3
ALH104 Medical Terminology	2
CCT104 Cardiology I	3

CCT105 Cardiology II	3
CCT103 Cardiology Lab	1
CVS121 Introduction to Echocardiography	2
CVS124 Systolic Function	2
ALH130 Patient Care, Law & Ethics in Sonography	2
CVS123 Cardiac Hemodynamics	2
PHY121 Sonographic Physics and Instrumentation I	3
PHY122 Sonographic Physics and Instrumentation II	3
CVS131 Cardiac Diseases I	2
CVS132 Cardiac Diseases II	2
CVS141 Echocardiography Protocol I	3
CVS142 Echocardiography Protocol II	3
CVS143 Echocardiography Protocol III	3
CVS144 Echocardiography Protocol IV	2
VAS100 Vascular Ultrasound	3
VAS101 Scanning Principles & Protocols for Vascular Course	2
CVS239 Echo Modalities	2
CVS240 Board Exam Prep	2
CVS246 Echo Externship I	5
CVS247 Echo Externship II	5
MTH113 General Education Mathematics	3
ENG114 English Composition I	3
ENG115 Introduction to Speech Communication	3
SYC114 Introduction to Psychology	3
HUM115 Introduction to Humanities	3
BIO101 Introduction to Biology	3

# Associate of Applied Science in Surgical Technology

## PROGRAMMATIC ACCREDITATION

Midwestern Career College's Associate of Applied Science in Surgical Technology is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting. (Commission on Accreditation of Allied Health Education Programs. 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763. 727-210-2350 [www.caahep.org](http://www.caahep.org))

## PROGRAM DESCRIPTION

The Associate of Applied Science in Surgical Technology program prepares students to take up a position as a Surgical Technologist in the several different specialties like General, Orthopedic, Cardiovascular, Thoracic, OB, etc. Students will be trained to perform the skills expected of them for an entry-level Surgical Technologist knowing the various instruments that are commonly used in the field and maintain a sterile field during the procedure. Concepts covered in the courses include temporary and permanent hemostasis, layered wound closure, surgical procedures, instrumentation identification, equipment sterilization and proper handling, surgical supplies management, patient prep, scrubbing, and gowning, gloving self as well as team members.

## PROGRAM MISSION STATEMENT

The mission statement of Midwestern Career College's Associate of Applied Science in Surgical Technology program is to provide premier career-focused education in surgical technology to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

## PROGRAM INFORMATION

Program Length: **80 weeks**

Clock Hours: **1380**

Semester Credit Hours: **69**

Eligibility for the Certified Sterile Processing Tech certification through CBSPD (Certification Board for Sterile Processing and Distribution)

Eligibility for the Certified Surgical Technologist (CST) certification through National Board of Surgical Technology and Surgical Assisting (NBSTSA)

## PROGRAM OBJECTIVES

The Surgical Technology Program prepares students to:

- Communicate and interact as effective members of the surgical team;
- Demonstrate the ability to practice independent clinical judgments under the supervision of the surgeon or registered nurse;
- Demonstrate a knowledge base in surgical technology to function as an entry-level surgical technologist;
- Pass the certification examination;
- Assume responsibility for lifelong learning following graduation;
- Demonstrate professional, ethical, and legal principles of surgical technology practice;
- Demonstrate knowledge of pre-operative, intra-operative, and post-operative surgical case management in the role of surgical technologist;
- Assume a sense of responsibility, self-discipline, pride, teamwork, and enthusiasm;
- Incorporate learned competencies to assemble and operate instrument, equipment, and supplies for the delivery of patient care as an entry-level practitioner during basic surgical procedures;
- Demonstrate the application of the principles of asepsis and surgical conscience in a knowledgeable manner that provides optimal patient care in the operating room.

## PROGRAM GOALS

The Surgical Technology Program prepares competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

### Cognitive

- Prepare students to successfully complete the Surgical Technology Certifying Examination;
- Correlate the knowledge of anatomy, physiology, and microbiology to the student's role as surgical technologists;
- Prepare students to function in the role of an entry level surgical technologists in a professional, caring and ethical manner when providing patient care.

### Psychomotor

- Discuss, demonstrate, and apply appropriate surgical technology protocols and procedures in various situations within the healthcare setting;
- Demonstrate safe practical techniques in perioperative routine, patient transportation, positioning and emergency procedures;
- Demonstrate, and apply principles of surgical asepsis as part of the perioperative setting;
- Provide the community with professional, and competent employees in the role of entry-level surgical technologists.

### Affective

- Promote life-long learning fostering the development of professional and personal growth, critical thinking, and leadership;
- Practice professional, ethical principles, legal standards, value directed actions based on didactic and clinical knowledge as members of the surgical team.

## PROGRAM-SPECIFIC GRADUATION REQUIREMENTS

In addition to meeting college's graduation requirements, students enrolled in AAS in Surgical Technology program must complete a minimum of 120 clinical cases as outlined in the Surgical Technology Student Handbook. If a student does not meet the clinical case requirements, the student will be withdrawn from the program.

## PROGRAM COURSES

Courses	Semester Credit Hours
ALH104 Medical Terminology	2
ALH108 Human Anatomy and Physiology I	3
ALH109 Human Anatomy and Physiology II	3
ALH110 Patient Care, Law and Ethics	2
SUR101 Introduction to Surgical Technology	2
SUR100 Surgical Technology Lab I	2
ALH107 Microbiology for Healthcare Professionals	1
SUR103 Surgical Instrumentation	2
SUR105 Perioperative Procedures	4
SUR150 Sterile Processing	2
ALH113 Introduction to Pharmacology	2
SUR118 Surgical Technology Lab II	2
SUR151 Surgical Procedures for General, GYN, GU, and Plastic/Reconstructive cases	2

SUR152 Surgical Procedures for Eyes, Ears, Nose, and Throat Cases	2
SUR153 Surgical Procedures for Ortho, Spine, and Neuro cases	2
SUR154 Surgical Procedures Cardio, Thoracic, Peripheral, and Vascular Cases	2
SUR146 Surgical Technology Lab III	2
ALH106 Pathophysiology	2
PRO100 Professional Development	2
SUR157 Surgical Technology Lab IV	2
SUR149 Surgical Anesthesia	2
SUR161 Certification Review	3
SUR166 Surgical Technology Clinicals I	3
SUR167 Surgical Technology Clinicals II	3
ENG114 English Composition I	3
BIO101 Introduction to Biology	3
MTH113 General Education Mathematics	3
SYC114 Introduction to Psychology	3
HUM115 Introduction to Humanities	3

# Associate of Applied Science in Accounting

## PROGRAM DESCRIPTION

The AAS in Accounting program is designed to meet the needs of business and the industry for qualified entry-level accountants. Students will receive instruction to gain mastery of the principles, methods, procedures, techniques, concepts, and operations of accounting and computerized accounting systems.

Students will be introduced to general business concepts and skills as they relate to accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, auditing, reporting procedures, financial statement analysis, business information systems, accounting research methods, professional standards, and ethics.

## PROGRAM MISSION STATEMENT

The Associate of Applied Science in Accounting aims at providing premier career-focused education to empower students with academic training, technical expertise, and professional support to launch or advance their successful careers in the accounting industry. The emphasis is on mastery of the concepts and their practical applications.

## PROGRAM INFORMATION

Program Length: **80 weeks**

Clock Hours: **915**

Semester Credit Hours: **60**

## PROGRAM OBJECTIVES

The Associate of Applied Science in Accounting Program prepares students to:

- Understand and apply accounting knowledge such as taxation, payroll, budgeting, auditing in performing accounting and bookkeeping functions.
- Apply essential content regarding managing self, others, and organizations.
- Apply critical-thinking, decision-making, and analytical problem-solving skills in an accounting environment.
- Proficiently use computer applications and accounting software to perform basic bookkeeping/accounting and prepare basic accounting and management reports.
- Perform as an effective team member in a professional environment.
- Demonstrate ethical decision-making that is relevant in the profession.

## PROGRAM-SPECIFIC GRADUATION REQUIREMENTS

Completion of at least 60 semester credits in the following course categories:

- Six (6) Business Foundation courses
- Six (6) Core courses
- Six (6) General Education courses
- Min. two (2) Elective courses
- Students in Practical Learning Experience track must earn at least three (3) externship credits as part of their program graduation requirements.
- Students in the Accounting for Healthcare track must complete the four (4) courses marked with \* as part of their program graduation requirements.

## PROGRAM COURSES

Courses	Semester Credit Hours
<b>Business Foundation Courses</b>	
BCOM101 Computer Applications for Business	3
COMM120 Business Communication	3
MGMT120 Principles of Management	3



MKTG110 Principles of Marketing	3
ACCT100 Financial Accounting	3
BUSN160 Business Ethics or	3
*ALHT140 Patient Care, Law and Ethics (Accounting for Healthcare track)	3
<b>Core Courses</b>	
CSIT120 Quick Books	3
ACCT140 Auditing	3
ACCT120 Intermediate Accounting	3
FNCE101 Principles of Finance	3
ACCT130 Managerial Accounting	3
FTAX100 Individual Income Tax Fundamentals or	3
*BUSN155 Healthcare Business Operations (Accounting for Healthcare track)	3
<b>General Education Courses</b>	
ENG115 Introduction to Speech Communications	3
ENG114 English Composition I	3
BIO101 Introduction to Biology	3
MTH113 General Education Mathematics	3
SYC114 Introduction to Psychology	3
HUM115 Introduction to Humanities	3
<b>Elective Courses</b>	
MGMT250 Project Management	3
MKTG140 Internet Marketing	3
BUSN150 Business Operations	3
MKTG150 Marketing Research & Behavior	3
MKTG135 Personal Selling	3
ADV100 Advertising and Promotions	3
MKTG160 Supply Chain Management and Logistics	3
MKTG130 Global Business Perspectives	3
CNBV100 Consumer Behavior	3
BUSN130 Customer Relationship Management	3
BUSN180 Entrepreneurship and Small Business Management	3
*ALHT160 Medical Insurance, Billing and Coding	3
*ALHT150 Medical Terminology	3
EXT105/EXT110 Externship	3
PRDV110 Career Development	3

# Associate of Applied Science in Business Administration

## PROGRAM DESCRIPTION

The AAS in Business Administration program is designed for students who plan to learn more about business and become professionals in the field. It delves into the intricacies of business planning, functions, and the essential process of entrepreneurship. Through coursework and optional externship opportunities, students will become knowledgeable in practice in management theories, business ethics, accounting, finance, marketing, management, and business operations. Additionally, students will actively engage in practical business decision-making and gain essential knowledge in project management as well as business analysis. The emphasis is on mastery of the concepts and their practical applications.

## PROGRAM MISSION STATEMENT

The Associate of Applied Science in Business Administration aims at providing premier career-focused education to empower students with academic training, technical expertise, and professional support to launch or advance their successful careers in the business industry. The emphasis is on mastery of the concepts and their practical applications.

## PROGRAM INFORMATION

Program Length: **80 weeks**

Clock Hours: **915**

Semester Credit Hours: **60**

## PROGRAM OBJECTIVES

The Associate of Applied Science in Business Administration Program prepares students to:

- Demonstrate a knowledge base in business administration;
- Demonstrate mastery of the concepts in business administration and their practical applications;
- Demonstrate knowledge in accounting, management theory, and marketing;
- Communicate and interact as productive members of the administration team;
- Demonstrate the ability to think critically;
- Effectively engage in decision-making in business;
- Demonstrate professional ethical practice.

## PROGRAM-SPECIFIC GRADUATION REQUIREMENTS

Completion of at least 60 semester credits in the following course categories:

- Six (6) Business Foundation courses
- Six (6) Core courses
- Six (6) General Education courses
- Min. two (2) Elective courses
- Students in Practical Learning Experience track must earn at least three (3) externship credits as part of their program graduation requirements.

Courses	Semester Credit Hours
<b>Business Foundation Courses</b>	
BCOM101 Computer Applications for Business	3
COMM120 Business Communication	3
MGMT120 Principles of Management	3

MKTG110 Principles of Marketing	3
ACCT100 Financial Accounting	3
BUSN160 Business Ethics	3
<b>Core Courses</b>	
ACCT130 Managerial Accounting	3
FNCE101 Principles of Finance	3
MGMT250 Project Management	3
MKTG140 Internet Marketing	3
BUSN150 Business Operations	3
MKTG130 Global Business Perspectives	3
<b>General Education Courses</b>	
ENG115 Introduction to Speech Communications	3
ENG114 English Composition I	3
BIO101 Introduction to Biology	3
MTH113 General Education Mathematics	3
SYC114 Introduction to Psychology	3
HUM115 Introduction to Humanities	3
<b>Elective Courses</b>	
CSIT120 Quick Books	3
ACCT140 Auditing	3
ACCT120 Intermediate Accounting	3
FTAX100 Individual Income Tax Fundamentals	3
MKTG150 Marketing Research & Behavior	3
MKTG135 Personal Selling	3
ADV100 Advertising and Promotions	3
MKTG160 Supply Chain Management and Logistics	3
BUSN130 Customer Relationship Management	3
CNBV100 Consumer Behavior	3
BUSN180 Entrepreneurship and Small Business Management	3
EXT105/EXT110 Externship	3
PRDV110 Career Development	3

# Associate of Applied Science in Marketing

## PROGRAM DESCRIPTION

The Associate of Applied Science in Marketing provides preparation for entry-level positions in marketing for a wide range of organizations and across many business environments. It includes basic instruction in the marketing of goods, social media marketing, principles of marketing, services, branding, advertising marketing and entrepreneurial marketing, as well as a broad knowledge of a range of business disciplines.

## PROGRAM MISSION STATEMENT

The Associate of Applied Science in Marketing aims at providing premier career-focused education to empower students with academic training, technical expertise, and professional support to launch or advance their successful careers in the marketing industry.

## PROGRAM INFORMATION

Program Length: **80 weeks**

Clock Hours: **915**

Courses	Semester Credit Hours
<b>Business Foundation Courses</b>	
BCOM101 Computer Applications for Business	3
COMM120 Business Communication	3
MGMT120 Principles of Management	3
MKTG110 Principles of Marketing	3
ACCT100 Financial Accounting	3
BUSN160 Business Ethics	3
<b>Core Courses</b>	
MKTG150 Marketing Research & Behavior	3
MKTG135 Personal Selling	3
ADV100 Advertising and Promotions	3
MGMT250 Project Management	3
MKTG150 Business Operations	3
MKTG140 Internet Marketing	3
<b>General Education Courses</b>	
ENG115 Introduction to Speech Communications	3
ENG114 English Composition I	3
BIO101 Introduction to Biology	3
MTH113 General Education Mathematics	3
SYC114 Introduction to Psychology	3
HUM115 Introduction to Humanities	3
<b>Elective Courses</b>	
ACCT130 Managerial Accounting	3
FNCE101 Principles of Finance	3
CSIT120 Quick Books	3
ACCT140 Auditing	3
ACCT120 Intermediate Accounting	3
FTAX100 Individual Income Tax Fundamentals	3
MKTG130 Global Business Perspectives	3

CNBV100 Consumer Behavior	3
BUSN130 Customer Relationship Management	3
BUSN180 Entrepreneurship and Small Business Management	3
EXT105/EXT110 Externship	3
PRDV110 Career Development	3

Semester Credit Hours: **60**

### PROGRAM OBJECTIVES

The Associate of Applied Science in Marketing Program prepares students to:

- Demonstrate knowledge of the impact of competitors on companies and organizations through SWOT analysis.
- Exhibit strong knowledge of marketing strategies and tactics, product demonstration, sales techniques, and sales control systems.
- Demonstrate mastery of all the concepts in Marketing and their practical applications, including the ability to create full marketing plan.
- Conduct research on consumer data and create an enthusiastic brand message that will resonate with the target market.
- Conduct commercial surveys to identify potential markets for products or services.
- Initiate market research studies, analyze their findings, exhibit the ability to make business decisions.
- Demonstrate the ability to utilize marketing tools such as social media and analytical software.

### PROGRAM-SPECIFIC GRADUATION REQUIREMENTS

Completion of at least 60 semester credits in the following course categories:

- Six (6) Business Foundation courses
- Six (6) Core courses
- Six (6) General Education courses
- Min. two (2) Elective courses
- Students in Practical Learning Experience track must earn at least three (3) externship credits as part of their program graduation requirements.

### PROGRAM COURSES

# Associate of Applied Science in Information Technology

## PROGRAM DESCRIPTION

The Associate of Applied Science in Information Technology program prepares individuals to design, develop, and manage information technology projects in a variety of companies and organizations. The program includes instruction in principles of project management, risk management, procurement and contract management, information security management, software management, organizational principles and behavior, communications, quality assurance, financial analysis, leadership, and team effectiveness.

## PROGRAM MISSION STATEMENT

The Associate of Applied Science in Information Technology aims at providing premier career-focused education to empower students with academic training, technical expertise, and professional support to launch or advance their successful careers in the IT industry.

## PROGRAM INFORMATION

Program Length: **80 weeks**

Clock Hours: **1035**

Semester Credit Hours: **60**

Eligibility for the International Software Testing Qualifications Board (ISQTB) Certification and MTA: Introduction to Programming using HTML & CSS Certification.

## PROGRAM OBJECTIVES

The Associate of Applied Science in Information Technology Program prepares students to:

- Upon successful completion of the program the students will:
- Acquire the knowledge of quality assurance manual testing;
- Master quality assurance automation testing;
- Secure Java development skills;
- Develop project management skills;
- Advance in product owner (PO) training and certifications.

## PROGRAM-SPECIFIC GRADUATION REQUIREMENTS

Students in Practical Learning Experience track must earn at least three (3) programming practicum credits as part of their program graduation requirements.

## PROGRAM COURSES

Courses	Semester Credit Hours
CST101 Computer Concepts	3
CST102 Web Page Design	3
CST103 Into to Java script	3
CST104 Software QA Testing	3
CST105 IT Quality Assurance and Certifications	3
CST106 Databases and SQL	3
CST107 Introduction to Java Programming I	3
CST108 Introduction to Java Programming II	3
CST109 Agile Scrum Master I	3

CST110 Business Analysis	3
CST111 Agile Scrum Master II	3
CST112 Project Management	3
CST113 Scrum Product Owner I	3
CST114 Scrum Product Owner II	3
EXT101 Programming Practicum	3
ENG114 English Composition I	3
ENG115 Introduction to Speech Communication	3
SYC114 Introduction to Psychology	3
BIO101 Introduction to Biology	3
HUM115 Introduction to Humanities	3
MTH113 General Education Mathematics	3

# Clinical Medical Assisting Program

## Certificate Level

### PROGRAM DESCRIPTION

The Clinical Medical Assisting program prepares students in attaining theoretical and practical knowledge in the realm of medical assisting. The program focuses on clinical and administrative duties performed by medical assistants, which include phlebotomy, EKG, and patient care. Upon successful completion of the program students will be familiar with medical terminology, medical procedures, as well as be equipped to perform administrative capabilities within a medical facility.

### PROGRAM MISSION STATEMENT

The mission statement of Midwestern Career College's Clinical Medical Assisting Program is to provide premier career-focused education in dialysis technology to prepare competent entry-level medical assistant in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

### PROGRAM INFORMATION

Program Length: **60 weeks**

Clock Hours: **930**

Course Prep Hours: **125**

Semester Credit Hours: **42**

Eligibility for Phlebotomist, EKG, and Medical Assistant Certifications through National Center for Competency Testing (NCCT).

Eligibility for the Registered Phlebotomy Technician (RPT) exam through American Medical Technologists (AMT) after completing 25 additional venipunctures draws (total of 50) and 10 skin punctures not provided by MCC.

Eligibility for the Registered Medical Assistant (RMA) exam through American Medical Technologists (AMT).

Eligibility for the Certified Medical Assistant (CMA) exam through American Association of Medical Assistants (AAMA).

Eligibility to sit for Phlebotomy Technician (CPT), EKG Technician (CET), and Certified Clinical Medical Assistant (CCMA) exam through National Healthcareer Association (NHA).

### PROGRAM OBJECTIVES

The Clinical Medical Assisting program prepares students to:

- Provide knowledge and comprehensive training in Anatomy and Physiology of the body structures;
- Demonstrate knowledge of Pathological conditions and skills in performing routine clinical procedures;
- Perform entry-level medical assisting with both clinical and administrative duties;
- Demonstrate the knowledge and skills in Electronic Health Records and Medical Insurance, Billing and Coding;
- Develop working knowledge in CLIA waived Laboratory procedures such as infection control, sterilization processes, Phlebotomy, Pharmacology;
- Prepare patients and help physicians with diagnostic procedures and minor surgical procedures performed in clinics;
- Demonstrate professionalism and effective communication in a healthcare setting;
- Provide patient care in accordance with laws, policies, and regulations;
- Demonstrate effective critical thinking skills.



## PROGRAM GOALS

The Clinical Medical Assisting Program prepares competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

### Cognitive

- Learn medical terminology and anatomy and physiology of the body structures;
- Demonstrate knowledge of pathological conditions and skills in performing routine clinical procedures;
- Perform entry-level medical assisting duties in clinical and administrative areas;
- Demonstrate the knowledge and skills in Electronic Health Records and Medical Insurance, Billing and Coding;
- Demonstrate effective critical thinking skills.

### Psychomotor

- Develop working knowledge in CLIA waived Laboratory procedures such as infection control, sterilization processes, phlebotomy, and pharmacology;
- Prepare patients and help physicians with diagnostic procedures and minor surgical procedures performed in clinics.

### Affective

- Demonstrate professionalism and effective communication in a healthcare setting;
- Provide patient care by law, policies, and regulations.

## PROGRAM COURSES

Courses	Semester Credit Hours
CSC101 College Success	1
DMA100 Introduction to Technology and Healthcare	1
ALHT108 Medical Terminology	3
ALHT120 Anatomy & Physiology	3
PHL115 Phlebotomy Technician	4
EKG115 EKG Technician	3
ALHT117 Pathophysiology	3
DMA133 Patient Communication and E.H.R.	3
DMA134 Medical Insurance, Billing, and Coding	3
DMA135 Clinical Medical Assisting	5
ALHT130 Introduction to Pharmacology	3
ALHT135 Professionalism in Healthcare	3.5
DMA150 Medical Assisting Externship	3.5
DMA140 Medical Assistant Comprehensive Review	3

Participation in and completion of the externship course is contingent on the student meeting all externship registration and participation requirements as defined by the Externship Handbook and is subject to site availability.

# Dental Assisting

## Certificate Level

### PROGRAM DESCRIPTION

The Dental Assisting program prepares individuals to provide patient care, take dental radiographs (x-ray photographs), prepare patients and equipment for dental procedures, and discharge office administrative functions under the supervision of dentists and dental hygienists. The program includes instruction in medical record-keeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, basic radiography, pre- and post-operative patient care and instruction, chairside assisting, taking tooth and mouth impressions, and supervised practice.

### PROGRAM MISSION STATEMENT

The mission statement of Midwestern Career College's Dental Assisting Program is to provide premier career-focused education in dialysis technology to prepare competent entry-level dental assistant in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

### PROGRAM INFORMATION

Program Length: **60 weeks**

Clock Hours: **1155**

Course Prep Hours: **63**

Semester Credit Hours: **45**

Eligibility for the Registered Dental Assistant (RDA) exam through American medical Technologists (AMT).

### PROGRAM OBJECTIVES

The Dental Assisting Program prepares students to:

- Take dental radiographs (x-ray photographs);
- Prepare patients and equipment for dental procedures;
- Discharge office administrative functions and medical record-keeping;
- Maintain equipment and sterilization;
- Provide chairside assisting;
- Take tooth and mouth impressions.

### PROGRAM COURSES

Courses	Semester Credit Hours
DNT101 Dental Assisting I	4
DNT115 Dental Infection Control	4
DNT110 Chairside Dental Assisting I	4
DNT130 Dental Materials I	4
DNT105 Dental Assisting II	4
DNT140 Dental Materials II	4
DNT150 Dental Radiography	4
DNT160 Dental Records and Communications	4
DNT120 Chairside Dental Assisting II	4
DNT190 Dental Clinical Externship	6
DNT180 Dental Assisting Comprehensive Review	3

# Dialysis Technologist Training Program

## Certificate Level

### PROGRAM DESCRIPTION

The Dialysis Technologist Training Program offers students an overview of important theoretical and practical skills required to perform the duties of a dialysis technician. Under the supervision of a nurse or a physician, dialysis technicians offer vital care to patients with renal failure; the Dialysis Technologist Training Program equips students to become responsible, caring, and well-practiced professionals with a solid foundation of practical experience.

The Dialysis Technologist Training Program includes instruction in physiology, anatomy, principles of dialysis, vascular accesses, renal dialysis procedures, reprocessing, and water treatment.

### PROGRAM MISSION STATEMENT

The mission statement of Midwestern Career College's Dialysis Technologist Training Program is to provide premier career-focused education in dialysis technology to prepare competent entry-level dialysis technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

### PROGRAM INFORMATION

Program Length: **40 weeks**

Clock Hours: **600**

Course Prep Hours: **95**

Semester Credit Hours: **24**

Approved by the Board of Nephrology Examiners, Nursing & Technology (BONENT)

Eligibility for the Registered Phlebotomy Technician (RPT) exam through American Medical Technologists (AMT) after completing 25 additional venipunctures draws (total of 50) and 10 skin punctures not provided by MCC.

Eligibility for Phlebotomy Certification through National Center for Competency Testing (NCCT)

### PROGRAM OBJECTIVES

The Dialysis Technologist Training Program prepares students to:

- Demonstrate the principles of dialysis and skills necessary to provide safe and effective care to the individuals undergoing dialysis treatments;
- Understand the process of operating dialysis equipment and alternate dialysis procedures;
- Assess any complications with an understanding of the problems and techniques to address the concern;
- Demonstrate critical thinking skills;
- Demonstrate an understanding of ethical and legal conduct;
- Effectively document and report dialysis treatment interventions and outcomes;
- Deliver patient education in support of overall treatment goals;
- Understand basic chemistry of body fluids and electrolytes related to dialysis;
- Understand and explain the importance of infection control in the dialysis setting.

### PROGRAM GOALS

The Dialysis Technologist Training Program prepares competent entry-level dialysis technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

**Cognitive**

- Learn important medical terminologies and anatomy and physiology which is the underlying support and foundation for any healthcare procedures like dialysis;
- Learn important chemistry involved in blood electrolytes, body fluids, and principles of dialysis;
- Learn how to initiate and terminate safe dialysis treatments in different dialysis patient accesses.

**Psychomotor**

- Demonstrate high levels of critical thinking, assess the manifestations of different dialysis complications and learn different methods of hemodialysis troubleshooting techniques;
- Perform proper techniques of infection control and health and safety procedures in the dialysis setting (e.g., water check, machine set up, patient care, and disposal of medical waste products).

**Affective**

- Understand ethical and legal conduct in dialysis professions and demonstrate a high standard of professionalism;
- Understand medical documentation for dialysis treatments.

**PROGRAM COURSES**

<b>Courses</b>	<b>Semester Credit Hours</b>
ALH120 Medical Terminology & Anatomy & Physiology	3
DIA100 Introduction to Dialysis Profession	2
DIA130 Dialysis Procedures	3
DIA140 Dialysis Procedures Clinical Lab I	5
DIA146 Electronic Health Records	2
PHL115 Phlebotomy Technician	4
DIA153 Dialysis Complications	2
DIA155 Dialysis Procedures Clinical Lab II	3

# Electroneurodiagnostic (END) Technologist

## Certificate Level

### PROGRAM DESCRIPTION

Electroneurodiagnostic (END) Technologist program prepares students to study and record electrical activity in the brain and nervous system for purposes of patient monitoring and supporting diagnoses. The program includes instruction in patient communication and care; taking and abstracting patient histories; application of recording electrodes; EEG and EP equipment operation and procedural techniques; and data recording and documentation. The program will prepare students to record and study the electrical activity of the brain and nervous system. The training provides comprehensive and rigorous classroom instruction in addition to practical hands-on experience in a clinical lab setting. The Electroneurodiagnostic Technician may be specialized in one or more neurodiagnostic procedures which give the opportunity to work in many areas such as neurology, surgery, and sleep laboratories. This program follows the guidelines of the American Board of Registry of Electroneurodiagnostic Technologists (ABRET).

### PROGRAM MISSION STATEMENT

The mission statement of Midwestern Career College's Electroneurodiagnostic (END) Technologist program is to provide premier career-focused education in Electroneurodiagnostic (END) technology to prepare competent entry-level electroneurodiagnostic (END) technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

### PROGRAM INFORMATION

Program Length: **51 weeks**

Clock Hours: **1180**

Course Prep Hours: **75**

Semester Credit Hours: **45**

Eligibility to sit for the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET) examination after completion of the program and the minimum of 100 documented cases

### PROGRAM OBJECTIVES

The Electroneurodiagnostic (END) Technologist Program prepares students to:

- Demonstrate the knowledge and principles of neuroimaging and to be a competent Electroneurodiagnostic/Electroencephalograph (END) Technologist in a variety of healthcare facilities;
- Develop critical thinking and problem-solving skills to be able to analyze data during the recording, ensuring the information obtained is valid and interpretable;
- Demonstrate professionalism and ethical behavior;
- Develop proper communication skills within the healthcare environment;
- Promote professional growth within the field and continued life-long learning.

### PROGRAM GOALS

The Electroneurodiagnostic (END) Technologist prepares competent entry-level *electroneurodiagnostic (END)* technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

#### Cognitive

- Demonstrate the knowledge and principles of Electroneurodiagnostic recording;
- Gather pertinent data and assess a patient's history and correlate the appropriate END test for the patient;
- Select appropriate settings and parameters for the END tests;

- Complete and review all tests performed to be presented to the interpreting neurologist to facilitate patient diagnosis;
- Maintain optimal function of END equipment.

**Psychomotor**

- Measure patients’ heads accurately and prepare them for electrode attachment;
- Attach electrodes and monitor central and peripheral nervous system generators;
- Maintain, assemble, disassemble and navigate or move the END equipment through the facility;
- Manipulate parameters and design different modalities on the END instruments to obtain optimal tracings.

**Affective**

- Demonstrate professionalism in a healthcare setting;
- Provide patient care ethically and by the healthcare facility’s policies;
- Promote professional growth within the field;
- Display commitment to continued lifelong learning.

**PROGRAM COURSES**

<b>Courses</b>	<b>Semester Credit Hours</b>
END116 Electroneurodiagnostic Technology I	4
END117 Electroneurodiagnostic Technology Lab I	3
END115 Neuroanatomy	5
ALH115 Patient Care, Law, and Ethics	1
END118 Neurological Disorders	4
END126 Electroneurodiagnostic Technology II	4
END127 Electroneurodiagnostic Technology Lab II	3
END130 Evoked Potential	4
END131 Evoked Potential Lab	3
END132 ABRET Registration Exam Prep	2
END141 Externship I	6
END142 Externship II	6

# Medical Assisting

## Certificate Level

### PROGRAM DESCRIPTION

The Medical Assisting program prepares students in attaining theoretical and practical knowledge in the realm of medical assisting. The program focuses on clinical and administrative duties performed by medical assistants, which include phlebotomy, EKG, and patient care. Upon successful completion of the program students will be familiar with medical terminology, medical procedures, as well as be equipped to perform administrative capabilities within a medical facility.

### PROGRAM MISSION STATEMENT

The mission statement of Midwestern Career College's Medical Assisting program is to provide premier career-focused education in medical assisting to prepare competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

### PROGRAM INFORMATION

Program Length: **40 weeks**

Clock Hours: **600**

Course Prep Hours: **115**

Semester Credit Hours: **29**

Eligibility for Phlebotomist, EKG, and Medical Assistant Certifications through National Center for Competency Testing (NCCT).

Eligibility to sit for Phlebotomy Technician (CPT) and EKG Technician (CET) exams through National Healthcareer Association (NHA).

Eligibility for the Registered Phlebotomy Technician (RPT) exam through American Medical Technologists (AMT) after completing 25 additional venipunctures draws (total of 50) and 10 skin punctures not provided by MCC.

### PROGRAM OBJECTIVES

The Medical Assisting program prepares students to:

- Provide knowledge and comprehensive training in Anatomy and Physiology of the body structures;
- Demonstrate knowledge of Pathological conditions and skills in performing routine clinical procedures;
- Perform entry-level medical assisting with both clinical and administrative duties;
- Demonstrate the knowledge and skills in Electronic Health Records and Medical Insurance, Billing and Coding;
- Develop working knowledge in CLIA waived Laboratory procedures such as infection control, sterilization processes, Phlebotomy, Pharmacology;
- Prepare patients and help physicians with diagnostic procedures and minor surgical procedures performed in clinics;
- Demonstrate professionalism and effective communication in a healthcare setting;
- Provide patient care in accordance with laws, policies, and regulations;
- Demonstrate effective critical thinking skills.

### PROGRAM GOALS

The Medical Assisting Program prepares competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

### Cognitive

- Learn medical terminology and anatomy and physiology of the body structures;
- Demonstrate knowledge of pathological conditions and skills in performing routine clinical procedures;
- Perform entry-level medical assisting duties in clinical and administrative areas;
- Demonstrate the knowledge and skills in Electronic Health Records and Medical Insurance, Billing and Coding;
- Demonstrate effective critical thinking skills.

**Psychomotor**

- Develop working knowledge in CLIA waived Laboratory procedures such as infection control, sterilization processes, phlebotomy, and pharmacology;
- Prepare patients and help physicians with diagnostic procedures and minor surgical procedures performed in clinics.

**Affective**

- Demonstrate professionalism and effective communication in a healthcare setting;
- Provide patient care by law, policies, and regulations.

**PROGRAM COURSES**

<b>Courses</b>	<b>Semester Credit Hours</b>
CSC101 College Success	1
DMA100 Introduction to Technology and Healthcare	1
ALHT108 Medical Terminology	3
ALHT120 Anatomy & Physiology	3
PHL115 Phlebotomy Technician	4
EKG115 EKG Technician	3
ALHT117 Pathophysiology	3
DMA133 Patient Communication and E.H.R.	3
DMA134 Medical Insurance, Billing, and Coding	3
DMA135 Clinical Medical Assisting	5



# Phlebotomy Technician

Certificate Level

**This program does not qualify for Title IV financial aid assistance.**

## PROGRAM DESCRIPTION

This program consists of comprehensive and relevant coverage of phlebotomy, the role of the phlebotomist, medical laws and ethics, and clinical techniques used in the healthcare field. The student receives instruction utilizing a variety of methods to draw blood with an emphasis on proper technique. Topics include non-blood specimen collection, labeling processing, universal precautions, and requirements of appropriate national certification exams.

## PROGRAM INFORMATION

Clock Hours: **120**

Course Prep Hours: **20**

Semester Credit Hours: **4**

Eligibility for Phlebotomy Certification through National Center for Competency Testing (NCCT).

Eligibility for the Registered Phlebotomy Technician (RPT) exam through American Medical Technologists (AMT) after completing 25 additional venipunctures draws (total of 50) and 10 skin punctures not provided by MCC.

## PROGRAM OBJECTIVES

The Phlebotomy Technician program prepares students to:

- Learn the proper techniques of Asepsis;
- Perform Venipuncture Techniques by using Multisampling Needles, Winged Infusion Sets, and a Syringe;
- Identify different types of Blood Collecting Tubes and the Additives and their functions;
- Discuss components of blood and use of blood specimens in the laboratory;
- Discuss the different departments of the Laboratory and the tests performed;
- Explain the collection techniques of different types of Urine specimens; and
- Learn the techniques of Dermal punctures and Point of Site Testing.

## PROGRAM COURSE

Courses	Semester Credit Hours
PHL115 Phlebotomy Technician	4

# Sterile Processing

## Certificate Level

### PROGRAM DESCRIPTION

Sterile Processing program is designed to present the advanced concepts and principles for developing skills and competencies required for infection prevention and control in the sterile processing department in a healthcare facility. The program offers knowledge in cleaning, disinfecting, decontamination, sterilization, standard precautions, and universal precautions. The program also introduces students to the concepts of hemostasis, packaging, distributing, storing and inventory control of sterile goods, instruments, trays, and equipment. Upon successful completion of the program, the students will be eligible to sit for a national certification exam with CBSPD (Certification Board for Sterile Processing and Distribution).

### PROGRAM INFORMATION

Program Length: **40 weeks**

Clock Hours: **630**

Course Prep Hours: **48**

Semester Credit Hours: **28**

Eligibility to sit for the Certified Sterile Processing Tech certification through Certification Board for Sterile Processing and Distribution (CBSPD).

### PROGRAM OBJECTIVES

The Sterile Processing program prepares students to:

- Apply the principles of infection control in the decontamination, packaging, and sterilization of instruments and equipment;
- Perform decontamination procedures and practices for patient care equipment and surgical instruments;
- Prepare and assemble sterile packaging of instruments and patient care equipment;
- Demonstrate knowledge of the concepts, techniques, and processes of sterilization;
- Demonstrate knowledge of inventory control and distribution of supplies;
- Perform roles and responsibilities in a competent, professional, and ethical manner.

### PROGRAM COURSE

Courses	Semester Credit Hours
STP101 Fundamentals of Sterile Processing	4
STP102 Principles of Aseptic Techniques	4
STP103 Intro to Technology	4
STP104 Sterile Processing Technology	5
STP106 Quality Assurance, Inventory Management, and Recordkeeping	3
STP107 Sterilization Practices	4
PRO110 Professionalism in Healthcare	2
STP108 Externship	2

# QA Software Testing

## Certificate Level

**This program does not qualify for Title IV financial aid assistance.**

**The program is not accredited by the Commission of the Council on Occupational Education.**

## PROGRAM DESCRIPTION

This course is designed to introduce students to the software development life cycle (SDLC) with a focus in software testing concepts including software quality factors, how software quality is determined, rationale for testing software, defect hunting, the multiple roles of a QA tester, scope of testing and types of testing. In addition, the course provides learners with a complete know-how of software automation testing technologies such as Selenium Web Driver, TestNG, Maven, AutoIT, Selenium Grid, Appium, Docker, testing frameworks and types of testing—accessibility, functional, security, performance, visual; and test-driven development; test case management (TCM) tools; and automating tests for web applications.

## PROGRAM MISSION STATEMENT

The QA Software Testing program aims at providing premier career-focused education to empower students with academic training, technical expertise, and professional support to launch or advance their successful careers in the Software Quality Assurance industry.

## PROGRAM INFORMATION

Program Length: **16 weeks**

Clock Hours: **150**

Semester Credit Hours: **6**

Eligibility for the International Software Testing Qualifications Board (ISQTB) Certification

## PROGRAM OBJECTIVES

The QA Software Testing Program prepares students to:

- Comprehend quantitative, technical, practical methods that software engineers and developers can use to test their software;
- Understand testing techniques and criteria for all phases of software development - unit (developer) testing, integration testing and system testing;
- Gain theoretical and practical knowledge of how to apply test criteria to improve the quality of software
- Determine the work products such as requirements, design and user stories;
- Write and execute a software test plan;
- Learn core software quality assurance automation concepts;
- Develop automated test cases for web apps using Selenium/WebDriver and /or Python.

## PROGRAM COURSES

Courses	Semester Credit Hours
CST104 Software QA Testing	3
CST105 IT Quality Assurance and Certifications	3

# Web Design Specialist

Certificate Level

**This program does not qualify for Title IV financial aid assistance.**

## PROGRAM DESCRIPTION

This program is designed to introduce the fundamentals of web design and equip students with the ability to create a simple or advanced website. The students will learn coding and how to post basic HTML and CSS files to the Internet and apply Javascript graphics applications and other authorizing tools to design, editing, and publishing (launching) of documents, images, graphics, sound, and multimedia products on the World Wide Web. In addition, this course will explore key industry-standard design guidelines to ensure strong online presentation while applying foundational knowledge of website creation including planning, design and development of a functional web page.

## PROGRAM MISSION STATEMENT

The Web Design Specialist program aims at providing premier career-focused education to empower students with academic training, technical expertise, and professional support to launch or advance their successful careers in the web design industry.

## PROGRAM INFORMATION

Program Length: **8 weeks**

Clock Hours: **135**

Semester Credit Hours: **6**

Eligibility for the MTA: Introduction to Programming using HTML & CSS Certification

## PROGRAM OBJECTIVES

The Web Design Specialist program prepares students to:

- Read and write basic HTML and CSS code;
- Apply Javascript graphics;
- Create a full functioning website;
- Understand how to edit and upload websites to a web server;
- Be familiar with different web design theories and understand web terminology;
- Apply key industry-standard design guidelines in a functioning website.

## PROGRAM COURSES

Courses	Semester Credit Hours
CST102 Web Page Design	3
CST103 Intro to Java Script	3

# Vocational English as a Second Language

This program does not qualify for Title IV financial aid assistance.

## PROGRAM DESCRIPTION

MCC's Vocational English as a Second Language program is for students who have necessary workplace skills and experience but require additional English language skills, including those specific to the workplace. Students will develop communication-related workplace skills by reading and discussing a wide array of workplace situations. The program helps students gain the vocabulary, fluency, and confidence necessary to work with English speakers and pursue professional goals.

The VESL Program is designed for students whose knowledge of the English language allows them to score C1 on the Michigan English Placement Test (Michigan EPT).

## PROGRAM INFORMATION

Clock Hours: **1080**

Semester Credit Hours: **72**

## PROGRAM OBJECTIVES

Each student will leave class not only with communicative skills for the workplace but with materials they can use immediately as they begin or advance their careers. Students will also practice job search skills and produce documents (resumes and cover letters) ready for immediate use.

- Demonstrate improved reading, writing, speaking, and listening skills to better communicate in the workplace.
- Participate in appropriate interpersonal, cross-cultural, and workplace communication.
- Apply critical thinking skills to workplace situations.
- Effectively complete a variety of business-related written tasks, including emails, memos, agendas, minutes, summaries, and proposals.
- Promote one's own skills and professional assets in written documents and oral interviews.

Courses	Semester Credit Hours
ESL071 Professional English	12
ESL070 Integrated Communication Skills in English	12
ESL076 Presentation Skills for English Language Learners	12
ESL073 English Skills for Success	12
ESL072 Interpersonal Communication in the United States	12
ESL078 Workplace Writing for English Language Learners	12
ESL081 English for Healthcare	12

# English for Healthcare

This program does not qualify for Title IV financial aid assistance.

## PROGRAM DESCRIPTION

English for Healthcare program is designed for non-native speakers of English who have a background in the medical field but require additional English language skills specific to the medical field. The program is also intended for students who wish to improve their language skills in order to pass the USMLE Clinical Skills (USMLE Step -2 CS) or the Occupational English Test (OET) for Healthcare Professionals. The program courses aim to help students grow their capacity to communicate in a healthcare setting by focusing on English reading, writing, speaking, and listening skills. Through readings, role-plays, listening activities, and discussions, students will learn how to communicate effectively with patients and allied healthcare workers. The courses will also cover vocabulary and language structures related to basic medical terminology, medical law and ethics, and human health and disease conditions.

The program is designed for students whose knowledge of the English language allows them to score C1 on the Michigan English Placement Test (Michigan EPT).

## PROGRAM INFORMATION

Clock Hours: **540**

Semester Credit Hours: **36**

## PROGRAM OBJECTIVES

After successfully completing this program/course, students should be able to:

- Improve their reading, writing, speaking, and listening skills to better communicate in the healthcare industry.
- Effectively communicate with a patient or a patient’s relative or caregiver, and obtain information related to the patient’s current and past medical history.
- Use target language skills to promote one’s own competences and professional assets in the medical field through oral interviews and written documents.
- Develop effective and appropriate interpersonal, cross-cultural, and workplace communication skills.
- Effectively use target terminology used in the study of human diseases in order to communicate with the patient.

Courses	Semester Credit Hours
ESL150 Medical Terminology for English Language Learners	6
ESL151 Medical Law and Ethics for English Language Learners	6
ESL152 Communicating Human Health and Diseases in English	6
ESL153 Interpersonal Communication in the Healthcare Industry	6
ESL154 Behavioral Health: Vocabulary and Communication	6
ESL155 Comprehensive Review Course	6

# English as a Second Language

This program does not qualify for Title IV financial aid assistance.

## ACCREDITATION

Midwestern Career College's English as a Second Language program is accredited by the Commission on English Language Program Accreditation for the period August 2018 through August 2023 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a nationally recognized accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1001 N. Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, [www.cea-accredit.org](http://www.cea-accredit.org).

The program is not accredited by the Commission of the Council on Occupational Education.

## PROGRAM DESCRIPTION

MCC's English as a Second Language program is designed for students who want to become proficient in the English language to pursue higher education in a U.S. college or university or to further themselves professionally in their home country. Students will build academic skills and knowledge of U.S. culture as they develop their knowledge of English. By focusing on the primary skill sets — reading, writing, listening, and speaking, as well as grammar — students will gain the vocabulary, fluency, and confidence necessary to succeed in academic settings in the U.S. or to work with English-speaking clients in their home countries.

## PROGRAM MISSION STATEMENT

The mission of the ESL program is to provide non-native speakers of English with the English language, academic, and cultural skills that will enable them to further their education in U.S. colleges or universities and/or gain employment in their native countries.

## PROGRAM OBJECTIVES

- Apply major rules of grammar and usage in speech and writing.
- Demonstrate an understanding of U.S. interpersonal and cultural norms.
- Write clear, focused, logically organized academic essays and workplace emails.
- Use reading strategies to understand common types of academic and workplace texts and critical thinking skills to analyze, synthesize, and evaluate arguments.
- Take notes on lectures in English and answer various types of questions often asked on quizzes and tests in the U.S.
- Give clear presentations supported by visual aids and collaborate with peers to complete projects.

## ESL LEVEL PLACEMENT

Before enrolling in the ESL program, students must take a placement test, the Michigan English Placement Test (Michigan EPT), which is a 60-minute standardized computer-based multiple-choice placement test that evaluates students' skills in grammar, usage, listening, and reading. Based on the student's score, the student is placed into an appropriate program level. The ESL Program is designed for students whose knowledge of the English language allows them to score within a range of A1 to C2 on the test.

### Test Score Placement by Level

Beginner	A1
High Beginner	A2
Low Intermediate	B1
Intermediate	B2
High Intermediate	C1
Advanced	C2

<b>Courses</b>	<b>Semester Credit Hours</b>
ESL010R Beginner Reading	3
ESL010W Beginner Writing	3
ESL010L Beginner Listening and Speaking	3
ESL010G Beginner Grammar	3
ESL020R High Beginner Reading	3
ESL020W High Beginner Writing	3
ESL020L High Beginner Listening and Speaking	3
ESL020G High Beginner Grammar	3
ESL030R Low Intermediate Reading	3
ESL030W Low Intermediate Writing	3
ESL030L Low Intermediate Listening and Speaking	3
ESL030G Low Intermediate Grammar	3
ESL040R Intermediate Reading	3
ESL040W Intermediate Writing	3
ESL040L Intermediate Listening and Speaking	3
ESL040G Intermediate Grammar	3
ESL050R High Intermediate Reading	3
ESL050W High Intermediate Writing	3
ESL050L High Intermediate Listening and Speaking	3
ESL050G High Intermediate Grammar	3
ESL060R Advanced Reading	3
ESL060W Advanced Writing	3
ESL060L Advanced Listening and Speaking	3
ESL060G Advanced Grammar	3



# English for Academic Purposes

This program does not qualify for Title IV financial aid assistance.

## ACCREDITATION

Midwestern Career College's English as a Second Language program is accredited by the Commission on English Language Program Accreditation for the period August 2018 through August 2023 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a nationally recognized accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1001 N. Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, [www.cea-accredit.org](http://www.cea-accredit.org).

The program is not accredited by the Commission of the Council on Occupational Education.

## PROGRAM DESCRIPTION

English for Academic Purposes is designed for advanced (C2) ESL students who wish to further develop their academic skills and understanding of US culture in preparation for admission to or study in US colleges and universities. Through wide reading of various types of texts; listening to and taking notes on lectures; building academic report-writing and research skills; and discussion of US values and eras, students will strengthen their ability to succeed in institutions of higher learning in the U.S.

## PROGRAM OBJECTIVES

The goals of this program are to help students to:

- Understand and annotate college-level texts
- Recognize typical lecture structures and learn systems for lecture notetaking
- Find reliable sources of information and cite them correctly
- Organize, write, and edit research-based reports
- Practice answering the types of questions typically asked on English-language proficiency exams
- Learn the origins of shared US cultural values and systems of government

To take English for Academic Purposes courses, students must complete ESL060 Advanced Grammar, Reading, Listening and Speaking, and Writing courses or earn a minimum total score of C2 Advanced on the Michigan EPT.

Courses	Semester Credit Hours
ESL140 TOEFL iBT Preparation	6
ESL141 Understanding US Culture	6
ESL142 Academic Writing from Sources	6
ESL143 Critical Reading and Thinking Skills in English: US Fiction	6
ESL144 Critical Reading and Thinking Skills in English: US Nonfiction	6
ESL 145 IELTS Test Preparation	6

# Professional English

This program does not qualify for Title IV financial aid assistance.

## ACCREDITATION

Midwestern Career College's English as a Second Language program is accredited by the Commission on English Language Program Accreditation for the period August 2018 through August 2023 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a nationally recognized accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1001 N. Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, [www.cea-accredit.org](http://www.cea-accredit.org).

The program is not accredited by the Commission of the Council on Occupational Education.

## PROGRAM DESCRIPTION

Professional English is designed for advanced (C2) English language learners who wish to develop language and communication skills needed to work effectively with English-speaking clients or in English-speaking workplaces. Students will acquire workplace vocabulary; an understanding of US workplace communication norms; speaking clarity and fluency in formal and informal exchanges; collaboration skills; and the ability to compose common types of business writing. Through reading and discussion, role plays, presentations, writing and collaborative projects, and the creation of portfolios, students will gain the vocabulary as well as the reading, writing, speaking, listening, and cultural skills necessary to pursue English language-related professional goals.

## PROGRAM OBJECTIVES

Students will build English workplace vocabulary and language skills enabling them to speak confidently as well as accurately write and interpret written and oral business-oriented English. More specifically, students will:

- Demonstrate English reading, writing, speaking, and listening skills at a level sufficient to communicate effectively with English speakers in work situations.
- Apply principles of effective interpersonal, cross-cultural, and nonverbal communication.
- Collaborate effectively with classroom work partners and in classroom work groups.
- Use clear and correct English to complete a variety of business-related written tasks, including emails, memos, agendas, minutes, summaries, and proposals.
- Promote one's own skills and professional assets in documents written in English and oral interviews conducted in English.

To take Professional English courses, students must complete ESL060 Advanced Grammar, Reading, Listening and Speaking, and Writing courses or earn a minimum total score of C2 Advanced on the Michigan EPT.

Courses	Semester Credit Hours
ESL089 Professional English	6
ESL083 English Skills for Success	6
ESL086 Presentation Skills for English Language Learners	6
ESL082 Interpersonal Communication Skills in the United States	6
ESL088 Business Writing for English Language Learners	6
ESL084 Professional English for Marketing	6

# Course Descriptions

## **CLINICAL MEDICAL ASSISTING**

### **CSC101 College Success**

*Course Prerequisite: none*

**Credit Hours: 1**

This course is designed to enhance student success and transition into college. It emphasizes self-assessment, goalsetting, effective study habits, campus resources and education planning. Additional topics include diversity, critical thinking, networking, academic honesty, career development, and the use of online tools to aid in academic success.

### **DMA100 Introduction to Technology and Healthcare**

*Formerly DMA 100*

*Course Prerequisite: none*

**Credit Hours: 1**

The Introduction to Technology and Health care course is designed to introduce students to the Learning management system of MCC, Use of Computers and Microsoft office (Word, Power point and Excel). The course provides an understanding of role and responsibilities of Medical Assistants in Health care team and introduces to the Medical law and ethics.

### **DMA110 Introduction to Technology and Healthcare**

*Offered prior to May 2022 program cohorts*

*Course Prerequisite: none*

**Credit Hours: 2**

The Introduction to Technology and Health care course is designed to introduce students to the Learning management system of MCC, Use of Computers and Microsoft office (Word, Power point and Excel). The course provides an understanding of role and responsibilities of Medical Assistants in Health care team and introduces to the Medical law and ethics.

### **ALHT108 Medical Terminology**

*Course Prerequisite: none*

**Credit Hours: 3**

This course introduces students to Medical terminology: suffixes, prefixes, basic word structure, root words, abbreviations and applying the word building process for analyzing medical terms. Emphasis will be placed on defining and spelling anatomic structures and medical terminology related to Body Systems.

### **ALHT120 Anatomy & Physiology**

*Course Prerequisite: none*

**Credit Hours: 3**

This course consists of comprehensive and relevant coverage of the Anatomy and Physiology of Human Body Systems. Students learn about Human body structures and location, body cavities, terms of reference, human organization. Students learn a different type of tissues their functions and location in the body. Coursework includes the Anatomy and physiology of the human body systems and discusses the Integumentary system, Skeletal and Muscular System, Cardiovascular, Digestive, Respiratory, Urinary, Endocrine, Nervous, Blood and Lymphatic, Reproductive System, with an emphasis on the Diseases of the body system and surgical and diagnostic procedures.

### **PHL115 Phlebotomy Technician**

*Course Prerequisite: none*

**Credit Hours: 4**

This course consists of comprehensive and relevant coverage of phlebotomy, the role of the phlebotomist, medical laws and ethics and clinical techniques used in the health care field. The student received instruction utilizing a variety of methods to draw blood with an emphasis on proper technique. Other topics include non-blood specimen collection, labeling processing, universal precautions, and requirements of appropriate national certification exams.

### **EKG115 EKG Technician**

*Course Prerequisite: none*

#### **Credit Hours: 3**

This course provides instruction in EKG unit operation and troubleshooting, lead placement utilizing 12-lead EKG, use, and understanding of EKG grid paper, recognizing normal and abnormal EKG patterns in all 12-leads, plotting EKG axis. It is designed to enhance the skills of people currently working in a medical office. Major topics include anatomy and physiology of the heart, the electrical system of the heart, attachment of the leads, vector concepts, predicting the wave shape of the 12-Lead EKG, characteristic of the T-wave, and characteristic of the ST-segment. Development of the Patterns of the Following: Aberrant Conduction, Wave shapes Distortion due to LVH, Concept of Sensitivity, and Hypertrophy Criteria Relating to Age of Patient, and Systematic approach to 12-lead Analysis.

### **ALHT117 Pathophysiology**

*Pre-requisite: ALHT108, ALHT120*

#### **Credits: 3**

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is on interrelationships among organ systems in deviations from and complications of commonly occurring diseases and their management, Common disease categories and terminology, diagnostic methodology, Clinical characteristics and effects of inflammation, Basic Immunology, hypersensitivity, and autoimmune disorders, Etiology and diagnosis of neoplastic diseases, Pathogenesis of cardiovascular and circulatory diseases, lymphatic, pulmonary, Gastrointestinal, endocrine, musculoskeletal, urinary, neurological, and reproductive system disorders.

### **DMA133 Patient Communication and E.H.R**

*Course Prerequisite: none*

#### **Credit Hours: 3**

This course is designed to give the student a working knowledge of the administrative medical office management duties including oral and written communication skills, legal concepts, patient instruction, computers, equipment operation and maintenance, organizational skills, cultural awareness. Students work on Stimulated Electronic Health Records, learn Managing Medical record keeping and schedule management.

### **DMA134 Medical Insurance, Billing, and Coding**

*Course Prerequisite: none*

#### **Credit Hours: 3**

This course is designed to provide the student basic knowledge of Insurance terminology, managed care plans, insurance plans (private and government plans), Claims process, transmitting electronic claims, Patient collections and Financial management, basic accounting, basic procedural and diagnostic coding for reimbursement. The course includes an overview of EHR - ICD-10- CM codes, Coding guidelines, and Health status codes, maintain ICD-10 Database, Procedural coding, CPT guidelines and EHR - using CPT codes, maintaining the CPT database on HER.

### **DMA135 Clinical Medical Assisting**

*Course Prerequisite: ALHT108, ALHT120*

#### **Credit Hours: 5**

This course is comprehensive coverage of medical assisting clinical procedures. The coursework includes hands-on training on the following: foundations and principles of medical assisting, the medical office environment, assisting with patients, specialty practices and medical emergencies and physician's office laboratory procedures.

### **Introduction to Pharmacology**

**Credit Hours: 3**

This course will focus on basic mathematical skills related to medical field. The principles of pharmacology, including legal aspects of drug administration will be discussed. Emphasis will be placed on drug classifications, dosage calculations, methods of administration, weights and measurements, prescription management utilizing technology, and medical abbreviations utilized in pharmacology.

**Medical Assistant Comprehensive Review****Credit Hours: 3**

This course will prepare students for the various certifications offered to the Medical Assistant, such as NCCT, NHA, AMT and AAMA. The course topics to be covered are pertaining to the clinical and administrative duties of the Medical Assistant introduced in the program curriculum. In addition, this course will prepare students to apply theory to practice upon entering an affiliated externship site. The 160 clinical hours of work-based activities allowing students to utilize clinical skills, including medical office management.

**Professionalism in Healthcare****Credit Hours: 3.5**

This course is designed to prepare students for the career path with a focus on professional standards in the healthcare environment. The course will assist in improving soft skills, communication techniques, including electronically, and demonstrate a professional demeanor, to include attitude, behavior, and work ethic.

**DMA150 Medical Assisting Externship**

*Course Prerequisite: PHL115, EKG115, DMA135*

**Credit Hours: 3.5**

The externship course provides students with an opportunity to apply and integrate knowledge acquired through coursework. In clarifying and broadening career goals, the optional externship experience assists students in discovering, developing, and refining necessary competencies and skills for their proposed career objectives. Participation in and completion of the externship course is contingent on the student meeting all externship registration and participation requirements as defined by the Externship Handbook and is subject to site availability.

**DENTAL ASSISTING****DNT101 Dental Assisting I****Credit Hours: 4**

Introductory course to dental assisting. Tooth anatomy, both primary and permanent teeth, are included as well as a survey of head and neck anatomy. Bones, muscles, glands, blood vessels and nerves are studied as they relate to the functional dentition and the jaw joint. Fetal development of the face is included. A limited microbiology section is also included. The lab includes crown carving, myofunctional theories and cephalometric tracings.

**DNT130 Dental Materials I****Credit Hours: 4**

This course deals with the chemical, physical and mechanical concepts of gypsum, hydrocolloids, dental filling materials and periodontal packs. Emphasis will be placed on developing manipulative skills necessary to carry out laboratory and chairside procedures.

**DNT115 Dental Infection Control****Credit Hours: 4**

This course is designed for the dental assisting major and will cover methods used for disinfection, sterilization, prevention of cross-contamination and techniques used to prevent personnel infection. Heavy emphasis will be placed on the use of equipment and chemicals. Methods to sterilize individual groups of instruments will be studied.

**DNT150 Dental Radiography****Credit Hours: 4**

Techniques involved in exposing, processing, and mounting dental x-rays. Two techniques are taught: the paralleling and the bisecting angle. Stress is placed upon radiation safety for the operator and patient. Anatomy of

the bony structures radiographed as well as history and physics of radiography will be covered. All work will be completed on manikins.

#### **DNT110 Chairside Dental Assisting I**

***Credit Hours: 4***

Practical experience is given in chairside procedures of general dentistry. Procedures for tooth restoration and cleaning are covered. Skills taught include equipment use and care, aseptic techniques, charting, saliva control, instrument transfer, sharpening, and identification.

#### **DNT105 Dental Assisting II**

*Course Prerequisite: DNT101*

***Credit Hours: 4***

Presents concepts of first aid, community dentistry, dental pathology, and pharmacology including: Diet and nutrition, fluoridation, and patient education. First aid as it applies to the dental office is also stressed.

#### **DNT140 Dental Materials II**

*Course Prerequisite: DNT130*

***Credit Hours: 4***

This course is a continuation of Dental Materials I. Concepts applied to prosthetic dental impression materials are covered as well as acrylic materials and metals. Emphasis will be placed on manipulative techniques and their use in general dentistry.

#### **DNT160 Dental Records and Communications**

***Credit Hours: 4***

The policies and procedures for all dental office clinical and financial records are discussed. Compilation and recording of data, correspondence with responsible third parties, and filing and storage of records are included. Appointments, bookkeeping procedures, inventory control, telephone techniques, banking procedures, and financial arrangements are covered. Also included are: Interviewing skills, health and grooming, ethics, and history of dentistry. A major part of the course includes effective patient communication.

#### **DNT120 Chairside Dental Assisting II**

*Course Prerequisite: DNT110*

***Credit Hours: 4***

In-depth classroom and laboratory experiences in chairside dental assisting procedures for the specialties of dentistry. Endodontics, Oral and Maxillofacial Surgery, Orthodontics, Pediatric Dentistry, and Periodontics will be emphasized.

#### **DNT190 Dental Clinical Externship**

*Course Prerequisite: DNT101, DNT115, DNT110, DNT130, DNT105, DNT140, DNT150, DNT160.*

***Credit Hours: 6***

Application of theories and skills taught in the classroom to clinical surroundings of two general practice offices. Student affiliations can include oral and maxillofacial surgery, orthodontics, periodontics, and pediatric dentistry.

#### **DNT180 Dental Assisting Comprehensive Review**

***Credit Hours: 3***

This course is a review course for the whole program and serves as a preparatory step to sit for the certification exam.

#### **DIALYSIS TECHNOLOGIST TRAINING PROGRAM**

##### **ALH120 Medical Terminology & Anatomy & Physiology**

*Course Prerequisite: none*

**Credit Hours: 3**

This course is an introduction to basic Medical Terminology and Anatomy and Physiology; students are introduced to the medical language for allied healthcare professionals. The major focus of this course is to explain the medical terms in the context of how the body works in health and disease; students will learn how to relate terms to the structure and function of the human body.

**DIA100 Introduction to Dialysis Profession**

*Course Prerequisite: none*

**Credit Hours: 2**

The course provides the student with the background of dialysis including history, use, and theory. The course will define dialysis as well as the mechanics and theory of dialysis. Causes of end-stage renal failure and its signs and symptoms are also identified. Specific renal A & P is also covered as well as A-V access and problems unique to the ESRD patient. The course will also provide the background and education needed for the student to perform basic medical testing within the environment of the dialysis clinic. Also, it will cover specimen handling, OSHA standards, HIPPA regulations, first aid, and CPR. Writing assignments, as appropriate to the discipline, are part of the course.

**DIA130 Dialysis Procedures**

*Course Prerequisite: DIA100*

**Credit Hours: 3**

Dialysis equipment, and machine assembly, bloodlines, side ports and monitors, blood pump, air bubble detector, types of dialyzers, dialysis solution circuit and monitors. Individual versus central dialysate proportioning system, conductivity meter, machine preparation for operation, safety checks for dialysis machine, safety monitors and safety alarms, machine disassembly, internal and external machine disinfection, water treatment (deionization and reverse osmosis), patient education on the use of medication, coagulation mechanisms, anticoagulation, heparinization and heparin pump and heparin free dialysis. Writing assignments, as appropriate to the discipline, are part of the course.

**DIA140 Dialysis Procedures Clinical Lab I**

*Course Prerequisite: DIA100, DIA130*

**Credit Hours: 5**

This course provides instruction to ways of safely handling the dialysis equipment used to treat patients suffering from kidney failure. The main topics covered include safety on the dialysis floor, setting up the dialysis equipment, Water treatment and dialyzer reprocessing as well as the procedures of starting and terminating the dialysis treatment, and disconnecting the patient from the machine.

Clinical experiences such as volunteering in health screenings and clinical observation for a dialysis facility may be a part of this course in order to give context and relevance to classroom learning.

**DIA146 Electronic Health Records**

*Course Prerequisite: none*

**Credit Hours: 2**

This course focuses on skills related to health information management, billing, coding, and health insurance reimbursement. Topics include medical records management, patient scheduling, and charting, procedural and diagnostic coding, applying managed care policies and procedures, calculating deductibles, completing insurance claim forms, and billing and collecting for healthcare services.

**PHL115 Phlebotomy Technician**

*Course Prerequisite: none*

**Credit Hours: 4**

This course consists of comprehensive and relevant coverage of phlebotomy, the role of a phlebotomist, and clinical techniques used in healthcare field. The emphasis of this course is on methods of blood drawing and proper techniques. This course also covers topics of non-blood specimen collection, labeling processing, universal precautions, as well as requirements of appropriate national certification exams.

**DIA153 Dialysis Complications**

*Course Prerequisite: DIA100*

**Credit Hours: 2**

This course provides students with an understanding of the main complications of Dialysis. This course will cover both patient complications as well as technical complications. Complications associated with initiation of dialysis are also discussed. Consideration of each complication commences with a description of its characteristics, clinical features along with a presentation of recognized treatment options and recommendations for management.

**DIA150 Dialysis Procedures Clinical Lab II**

*Course Prerequisite: DIA140*

**Credit Hours: 3**

This course is a continuation of DIA 140 Dialysis Procedures Clinical Lab I, and it is a very in-depth application of the skills and knowledge gained during the study of dialysis procedures. This Clinical Lab will cover vascular access, cannulation techniques, catheter care, as well as demonstrating the ability to run a dialysis treatment. Clinical experiences such as volunteering in health screenings and clinical observation for a dialysis facility may be a part of this course in order to give context and relevance to classroom learning.

**DIA125 Externship**

*Course Prerequisite: DIA130, DIA140*

**Credit Hours: 4.5**

The externship course is an optional course for students enrolled in Dialysis Technologist Training Program who would like to have the opportunity to apply and integrate knowledge acquired through coursework. In clarifying and broadening career goals, the optional externship experience assists students in discovering, developing, and refining necessary competencies and skills for their proposed career objectives.

**ELECTRONEURODIAGNOSTIC (END) TECHNOLOGIST****END116 Electroneurodiagnostic Technology I**

*Course Prerequisite: none*

**Credit Hours: 4**

This course will introduce students to the theory and concepts of Electroneurodiagnostic technology and its importance in medicine and surgery. It is designed to develop the student's knowledge of the theory and science of Electroneurodiagnostic technology with an emphasis on recognizing electroencephalographic patterns.

**END117 Electroneurodiagnostic Technology Lab I**

*Course Prerequisite: none*

**Credit Hours: 3**

This course will give students the hands-on experience and concept of Electroneurodiagnostic technology and its importance in medicine and surgery. It is designed to develop the student's knowledge and dexterity in measurement and electrode application in addition to recognition of basic EEG patterns. This course complements the theoretical underpinning of the introductory course END116 Electroneurodiagnostic Technology I. The students will work their way towards doing a complete EEG on their own.

**END115 Neuroanatomy**

*Course Prerequisite: none*

**Credit Hours: 5**

This course consists of comprehensive and relevant coverage of the anatomy and physiology of the nervous system. Students will learn about the neuroanatomical and neurophysiological aspects of the nervous system.

**ALH115 Patient Care, Law, and Ethics**

*Course Prerequisite: none*

**Credit Hours: 1**



This course will introduce students to ethics and healthcare laws in the healthcare profession. It also introduces students to legal terminology and the importance of proper documentation.

### **END118 Neurological Disorders**

*Course Prerequisite: none*

#### **Credit Hours: 4**

This course provides students the foundational neurobiological and clinical aspects of some of the most prevalent neurological disorders and diseases concerning the cerebrovascular system, the functioning of the motor system, and the degeneration of cognitive and behavioral functions in relation to the essential components of EEG in clinical practice.

### **END126 Electroneurodiagnostic Technology II**

*Course Prerequisite: END116*

#### **Credit Hours: 4**

This course will further enhance students' knowledge of the theory and concepts of Electroneurodiagnostic technology. It is designed to develop a more advanced understanding of the theory and science of Electroneurodiagnostic technology by focusing on normal variants, focal and diffuse abnormal EEG patterns, focal and generalized epilepsy, pediatric and neonatal EEG patterns.

### **END127 Electroneurodiagnostic Technology Lab II**

*Course Prerequisite: END117*

#### **Credit Hours: 3**

The students will further improve their knowledge, skills, attitude, and values in Electroneurodiagnostic Technology through a hands-on and practical laboratory class. This course complements the theoretical underpinnings of the advance course Electroneurodiagnostic Technology II. The students will work their way towards doing a complete EEG on their own. In this course, the students will develop professionalism, as well as self-confidence, while practicing techniques of electroencephalography (EEG). In addition, the course will endeavor to prepare and train students for clinical practicum.

### **END130 Evoked Potential**

*Course Prerequisite: END115, END116*

#### **Credit Hours: 4**

This course will introduce students to the theory and concepts of Evoked Potential and its importance in medicine and surgery. It is designed to develop the student's Knowledge of the theory and science of electroneurodiagnostic technology with an emphasis on Evoked Potentials. The focus would be on the theory and practicum of all 3 modalities of EP, SSEP somatosensory Evoked Potentials, AEP Auditory Evoked Potentials, and VEP Visual Evoked Potentials. Techniques on intraoperative Evoked Potentials and EEG recording will also be covered.

### **END131 Evoked Potential Lab**

*Course Prerequisite: END115, END117*

#### **Credit Hours: 3**

The students will further improve their knowledge, skills, attitude, and values in Evoked Potential through a hands-on and practical laboratory class. This course complements the theoretical underpinnings of the Evoked Potential course. The students will work their way towards doing a complete EPs on their own. In this course, the students will develop professionalism, as well as self-confidence, while practicing techniques of Evoked Potentials (EPs). In addition, the course will endeavor to prepare and train students for clinical practicum.

### **END132 ABRET Registration Exam Prep**

*Course Prerequisite: END126*

#### **Credit Hours: 2**

This course is designed to prepare students for the ABRET board exam in EEG. The student will have exposure to practice exams similar to the registration exam by ABRET.

**END141 Externship I**

*Course Prerequisite: all didactic courses in Term I and II*

**Credit Hours: 6**

The externship course provides an opportunity to apply and integrate knowledge acquired through coursework. The externship experience assists students in practicing competencies and skills acquired during the END Program.

**END142 Externship II**

*Course Prerequisite: Course Prerequisite: all didactic courses in Term I and II*

**Credit Hours: 6**

The externship course provides an opportunity to apply and integrate knowledge acquired through coursework. The externship experience assists students in practicing competencies and skills acquired during the END Program.

**MEDICAL ASSISTING****CSC101 College Success**

*Course Prerequisite: none*

**Credit Hours: 1**

This course is designed to enhance student success and transition into college. It emphasizes self-assessment, goalsetting, effective study habits, campus resources and education planning. Additional topics include diversity, critical thinking, networking, academic honesty, career development, and the use of online tools to aid in academic success.

**DMA100 Introduction to Technology and Healthcare**

*Formerly DMA 100*

*Course Prerequisite: none*

**Credit Hours: 1**

The Introduction to Technology and Health care course is designed to introduce students to the Learning management system of MCC, Use of Computers and Microsoft office (Word, Power point and Excel). The course provides an understanding of role and responsibilities of Medical Assistants in Health care team and introduces to the Medical law and ethics.

**DMA110 Introduction to Technology and Healthcare**

*Offered prior to May 2022 program cohorts*

*Course Prerequisite: none*

**Credit Hours: 2**

The Introduction to Technology and Health care course is designed to introduce students to the Learning management system of MCC, Use of Computers and Microsoft office (Word, Power point and Excel). The course provides an understanding of role and responsibilities of Medical Assistants in Health care team and introduces to the Medical law and ethics.

**ALHT108 Medical Terminology**

*Course Prerequisite: none*

**Credit Hours: 3**

This course introduces students to Medical terminology: suffixes, prefixes, basic word structure, root words, abbreviations and applying the word building process for analyzing medical terms. Emphasis will be placed on defining and spelling anatomic structures and medical terminology related to Body Systems.

**ALHT120 Anatomy & Physiology**

*Course Prerequisite: none*

**Credit Hours: 2.5**

This course consists of comprehensive and relevant coverage of the Anatomy and Physiology of Human Body Systems. Students learn about Human body structures and location, body cavities, terms of reference, human

organization. Students learn a different type of tissues their functions and location in the body. Coursework includes the Anatomy and physiology of the human body systems and discusses the Integumentary system, Skeletal and Muscular System, Cardiovascular, Digestive, Respiratory, Urinary, Endocrine, Nervous, Blood and Lymphatic, Reproductive System, with an emphasis on the Diseases of the body system and surgical and diagnostic procedures.

### **PHL115 Phlebotomy Technician**

*Course Prerequisite: none*

#### **Credit Hours: 4**

This course consists of comprehensive and relevant coverage of phlebotomy, the role of the phlebotomist, medical laws and ethics and clinical techniques used in the health care field. The student received instruction utilizing a variety of methods to draw blood with an emphasis on proper technique. Other topics include non-blood specimen collection, labeling processing, universal precautions, and requirements of appropriate national certification exams.

### **EKG115 EKG Technician**

*Course Prerequisite: none*

#### **Credit Hours: 3**

This course provides instruction in EKG unit operation and troubleshooting, lead placement utilizing 12-lead EKG, use, and understanding of EKG grid paper, recognizing normal and abnormal EKG patterns in all 12-leads, plotting EKG axis. It is designed to enhance the skills of people currently working in a medical office. Major topics include anatomy and physiology of the heart, the electrical system of the heart, attachment of the leads, vector concepts, predicting the wave shape of the 12-Lead EKG, characteristic of the T-wave, and characteristic of the ST-segment. Development of the Patterns of the Following: Aberrant Conduction, Wave shapes Distortion due to LVH, Concept of Sensitivity, and Hypertrophy Criteria Relating to Age of Patient, and Systematic approach to 12-lead Analysis.

### **ALHT117 Pathophysiology**

*Pre-requisite: ALHT108, ALHT120*

#### **Credits: 3**

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is on interrelationships among organ systems in deviations from and complications of commonly occurring diseases and their management, Common disease categories and terminology, diagnostic methodology, Clinical characteristics and effects of inflammation, Basic Immunology, hypersensitivity, and autoimmune disorders, Etiology and diagnosis of neoplastic diseases, Pathogenesis of cardiovascular and circulatory diseases, lymphatic, pulmonary, Gastrointestinal, endocrine, musculoskeletal, urinary, neurological, and reproductive system disorders.

### **DMA133 Patient Communication and E.H.R**

*Course Prerequisite: none*

#### **Credit Hours: 3**

This course is designed to give the student a working knowledge of the administrative medical office management duties including oral and written communication skills, legal concepts, patient instruction, computers, equipment operation and maintenance, organizational skills, cultural awareness. Students work on Stimulated Electronic Health Records, learn Managing Medical record keeping and schedule management.

### **DMA134 Medical Insurance, Billing, and Coding**

*Course Prerequisite: none*

#### **Credit Hours: 3**

This course is designed to provide the student basic knowledge of Insurance terminology, managed care plans, insurance plans (private and government plans), Claims process, transmitting electronic claims, Patient collections and Financial management, basic accounting, basic procedural, and diagnostic coding for reimbursement. The course includes an overview of EHR - ICD-10- CM codes, Coding guidelines, and Health status codes, maintain ICD-10 Database, Procedural coding, CPT guidelines and EHR - using CPT codes, maintaining the CPT database on HER.

### **DMA135 Clinical Medical Assisting**

*Course Prerequisite: ALHT108, ALHT120*

**Credit Hours: 5**

This course is comprehensive coverage of medical assisting clinical procedures. The coursework includes hands-on training on the following: foundations and principles of medical assisting, the medical office environment, assisting with patients, specialty practices and medical emergencies and physician's office laboratory procedures.

### **DMA130 Medical Assisting Externship (Students starting prior to Fall 2021)**

*Course Prerequisite: PHL115, EKG115, DMA135*

**Credit Hours: 3**

The externship course is an optional course for students who would like to have the opportunity to apply and integrate knowledge acquired through coursework. In clarifying and broadening career goals, the optional externship experience assists students in discovering, developing, and refining necessary competencies and skills for their proposed career objectives.

## **STERILE PROCESSING**

### **STP101 Fundamentals of Sterile Processing**

**Credit Hours: 4**

This course is designed for students interested in a health-related career. Foundational Anatomy and Physiology and basic principles of microbiology will be presented. Course competencies include decontamination, preparation and packaging for sterilization, sterilization process, and sterile storage. Basic surgical instrumentation and medical terminology that is necessary for this area of employment in the healthcare setting will also be presented.

### **STP102 Principles of Aseptic Techniques**

**Credit Hours: 4**

The fundamental principle of an aseptic technique/ANTT incorporates protecting key elements of the equipment that should remain free from micro-organisms, for example, the inside of a sterile dressing or the barrel of a sterile needle. During the course, the students will be introduced to the aseptic technique that consists of the following set of processes: creating a microorganism-free environment (sterile field), use of sterilized instruments and dressings, maintaining sterility of sterile field and instruments by preventing microbial contamination by contact with non-sterile objects, such as the patient's body, the care provider body, non-sterile instruments, equipment, body fluids, etc., and finally antisepsis of point of entry and hands of task performer.

### **STP103 Intro to Technology**

**Credit Hours: 4**

Students are introduced to health-care office management software. Classroom activities familiarize them with computers and word processing applications through Microsoft Office Suite such as Word, Excel, and PowerPoint applications. This course also includes the integumentary, oncology, and digestive systems that focuses on common disease processes, diagnosis and evaluation, common treatments, and prognosis. Topics include the related medical terminology, and pathophysiology.

### **STP104 Sterile Processing Technology**

**Credit Hours: 5**

This course is designed to introduce students to industry regulations and established practices used for central sterile processing; federal agencies and professional organizations; principles of asepsis; personal hygiene and attire; managing the spread of bacteria; elements of transmission and the chain of infection. Additional topics covered include; decontamination practices for point-of-use preparation and equipment transport; cleaning, decontamination, and disinfection practices for common instrumentation and equipment; equipment and tools used for the decontamination process; identification of standard and complex surgical instruments. Basic surgical instrumentation and medical terminology that is necessary for this area of employment in the healthcare setting will also be presented.

### **STP106 Quality Assurance, Inventory Management, and Recordkeeping**

#### ***Credit Hours: 3***

This course is designed to introduce students to monitoring and recordkeeping practices; established quality assurance practices for sterile processing operations; importance of inventory management; common inventory replenishment systems; the role of the central service department in supporting ancillary departments; management of patient care equipment; the use of information management systems in central service departments. Additional topics covered include; workplace safety and disaster preparedness; essentials of workplace communication, human relations, diversity, team collaboration, and customer service skills; importance of personal and professional development. Basic surgical instrumentation and medical terminology that is necessary for this area of employment in the healthcare setting will also be presented.

### **STP106 Sterilization Practices**

#### ***Credit Hours: 4***

This course is designed to introduce students to assembly and packaging guidelines and procedures; point-of-use processing standards and recommended practices; high temperature sterilization procedures; types of steam sterilizers used; low-temperature sterilization requirements; sterile storage and transportation guidelines. Additional topics include; review of standard calculations and solving simple equations encountered in entry-level technical positions. Students will be introduced to measurement systems and conversion concepts related to temperature and volume, English and Metric systems, and converting within and between systems. Basic surgical instrumentation and medical terminology that is necessary for this area of employment in the healthcare setting will also be presented.

### **PRO110 Professionalism in Healthcare**

#### ***Credit Hours: 2***

This course is designed to prepare students for the career path with a focus on professional standards in the healthcare environment. The course will assist in improving soft skills, communication techniques, including electronically, and demonstrate a professional demeanor, to include attitude, behavior, and work ethic.

### **STP108 Externship**

The students will have an opportunity to practice skills obtained during the program in the real world environment in healthcare facility.

## **VOCATIONAL ENGLISH AS A SECOND LANGUAGE**

### **ESL 071 Professional English**

*Course Prerequisite: none*

#### ***Credit Hours: 12***

The Professional English course is for students who possess basic workplace skills but require additional English language skills specific to the workplace. This course provides an overview of business topics discussed and vocabulary used in English-speaking companies and organizations. Students will encounter a wide range of workplace situations and have opportunities for discussion and for the development of vocabulary, fluency, and confidence-building.

### **ESL 070 Integrated Communication Skills in English**

*Course Prerequisite: none*

#### ***Credit Hours: 12***

This course explores common constructions in English to help students build practical English language skills. Through integrated listening, speaking, reading, and writing activities, students will apply grammatical concepts

and functional language to understand and respond to spoken and written exchanges. This intensive class includes both group and individualized instruction.

### **ESL 076 Presentation Skills for English Language Learners**

*Course Prerequisite: none*

**Credit Hours: 12**

In this course, students will develop the skills and confidence to communicate their ideas in English. Students will learn how to prepare and deliver engaging public speeches in front of an audience. All phases of the public speaking process will be addressed. Students will learn how to choose topics, organize their ideas, and deliver compelling speeches in English.

### **ESL073 English Skills for Success**

*Course Prerequisite: none*

**Credit Hours: 12**

This course aims to develop the learner's ability to seek out and work for English-speaking companies and organizations. The course teaches the skills necessary to prepare students to make a career decision, prepare for a future job search, or change careers. Students will learn how to create career paths that require them to research possible job options and potential employers. Special emphasis is placed on the job interview process.

### **ESL072 Interpersonal Communication in the United States**

*Course Prerequisite: none*

**Credit Hours: 12**

Interpersonal Communication Skills in the United States is designed to help students develop the face-to-face communication skills that business professionals need to succeed with U.S. clients or in U.S. businesses. A feature of the class is analysis and discussion of cultural differences in interpersonal communication norms. Topics include interpersonal relationships at work, intercultural communication inside and outside the workplace, the dynamics of small-group communication, the tone of messages (assertive, aggressive, and passive), and a problem-solving process with workplace applications.

### **ESL078 Workplace Writing for English Language Learners**

*Course Prerequisite: none*

**Credit Hours: 12**

Workplace Writing for English Language Learners helps non-native speakers develop writing skills in English as they learn basic forms and functions of business writing. Students will learn how to analyze audience and purpose; organize routine, good-news, and bad-news messages; and edit for style as well as grammar, mechanics, and usage. Types of business writing include emails, blogs, letters, summaries, and reports. An emphasis of the course is writing as a recursive process that involves editing and revision, and the role of peer feedback in that process.

### **ESL081 English for Healthcare**

*Course Prerequisite: none, medical background recommended, but not required.*

**Credit Hours:12**

English for Healthcare is designed for non-native medical professionals or aspiring medical professionals who require English language skills specific to the health-care field. The purpose of the course is to help students build vocabulary, listening, and speaking skills essential to success in English-speaking health-care organizations. Students will study key medical terminology and practice using it in speech and writing. Through readings, role-plays, listening activities, and discussion, students will learn how to communicate effectively with patients and coworkers in English-speaking hospital or clinical settings.

## **ENGLISH FOR HEALTHCARE**

### **ESL150 Medical Terminology for English Language Learners**

**Credit Hours:6**

This course helps students build their English language and communication skills by building their medical terminology. The course introduces students to suffixes, prefixes, basic word structure, root words, and abbreviations used in the medical field, and teaches them to use the word-building process to analyze medical terms. Emphasis will be placed on defining and spelling anatomic structures and medical terminology related to body systems. Students will also practice the pronunciation of medical terminology and practice expressing them in layman's terms.

#### **ESL151 Medical Law and Ethics for English Language Learners**

##### **Credit Hours:6**

This course improves students' reading, writing, listening, and speaking skills through a study of texts, videos, and case studies related to medical law and ethics. Students will read, listen to, and debate bioethical case studies, build their lexicon of legal terminology, and practice discussing legal situations and ethical and controversial issues. The course aims to build students' language skills to reduce the risk of lawsuits and other liabilities that could result from a language barrier.

#### **ESL152 Communicating Human Health and Diseases in English**

##### **Credit Hours:6**

The course will enable students to learn to effectively communicate patient's health and disease conditions in a professional English-speaking environment. Reading, listening, writing, and speaking exercises will help students to communicate effectively and accurately with patients and their relatives, other healthcare providers, and colleagues. Students will learn how to communicate information about common diseases, related medical terminology, clinical characteristics, and diagnostic methodology.

#### **ESL153 Interpersonal Communication in the Healthcare Industry**

##### **Credit Hours:6**

The course is tailored to meet the needs of non-native English speakers who are interested in the healthcare industry. Students will learn to communicate effectively and accurately with patients and their relatives, other healthcare providers, and colleagues. The course includes role playing and other activities to build confidence and fluency in listening, speaking, reading, and writing in the English language. An emphasis is placed on the ability to appropriately employ interpersonal communication skills in a healthcare setting. Topics include health literacy and numeracy, cultural competence, patient interviewing, consultations and interactions with the family, the physician-patient relationship, and the impaired physician. The course provides the basic understanding of medical insurance, quality and safety, medical errors, and epidemiology.

#### **ESL154 Behavioral Health: Vocabulary and Communication**

##### **Credit Hours:6**

The course is tailored to meet the needs of non-native English speakers who are interested in the healthcare industry. Students will learn to communicate effectively accurately with patients and their relatives, other healthcare providers, and colleagues. The course includes role playing and other interactive activities to build confidence and fluency in listening, speaking, reading, and writing in the English language. An emphasis is placed on the ability to understand and describe in English the normal process of psychodynamic and behavioral factors, adaptive and maladaptive behavioral responses to stress and illness, disorders related to psychosis, anxiety, mood, somatoform, eating disorders, and psychosocial disorders and behaviors.

#### **ESL155 Comprehensive Review Course**

##### **Credit Hours:6**

The course builds students' reading, writing, listening, and speaking skills of English language learners preparing for "Occupational English Test for Medicine" or the "United States Medical Licensing Exam Step-2 Clinical Skills" exams. Students will learn to communicate in the healthcare industry through scenario-based case studies, role plays, and discussions.

### **ENGLISH AS A SECOND LANGUAGE**

**ESL010R Beginner Reading**

*Course Prerequisite: none*

**Credit Hours:3**

This course is an introduction to reading nonfiction articles in English. The course focuses on the reading of short informational articles; on thinking skills; on vocabulary building; and on the use of basic before-, during-, and after-reading strategies to understand texts. Through instruction and practice, students will develop their ability to understand short nonfiction texts written at beginner levels in English and will increase their English vocabulary.

**ESL010W Beginner Writing**

*Course Prerequisite: none*

**Credit Hours: 3**

This course is designed to help students communicate personal thoughts, feelings, and ideas in beginner-level written English. Students will respond to prompts about familiar topics and everyday things by writing and editing simple and compound sentences in the present and present progressive. To that end, the course introduces students to the grammar, mechanics, and usage principles needed to create original sentences in English, emphasizing the functions and forms of English parts of speech, common patterns of sentences, and basic capitalization and spelling conventions.

**ESL010L Beginner Listening and Speaking**

*Course Prerequisite: none*

**Credit Hours: 3**

This course is a basic introduction to listening and speaking skills in English. Students will hold short interviews, conversations, and discussions and learn the etiquette of U.S. conversations. Students will also listen for important ideas and take notes. Through focused practice, students will build vocabulary, speaking skills, and confidence in their ability to understand basic spoken messages in different media in English.

**ESL010G Beginner Grammar**

*Course Prerequisite: none*

**Credit Hours: 3**

This course is an introduction to basic English grammar. The course focuses on parts of speech and their functions and forms as well as on the structure of statements and questions in the present and present progressive.

**ESL020R High Beginner Reading**

*Course Prerequisite: none*

**Credit Hours: 3**

This course builds foundational reading skills. The course focuses on the reading of short informational articles in English; on the use of before-, during-, and after-reading strategies; and on vocabulary building through collocation, word analysis, and oral and written practice of new vocabulary. Through instruction and practice, students will develop their ability to understand short nonfiction texts written at high beginner levels and will expand their English vocabulary.

**ESL020W High Beginner Writing**

*Course Prerequisite: none*

**Credit Hours: 3**

In this course, students will write and edit simple, compound, and complex sentences in the past, present, present progressive, and future. To that end, the course introduces students to the grammar and usage principles needed to create original sentences in English, emphasizing the functions and forms of English parts of speech, common patterns of sentences, and basic comma use in compound and complex sentences, with special focus on common sentence errors such as fragments.



**ESL020L High Beginner Listening and Speaking**

*Course Prerequisite: none*

**Credit Hours: 3**

This course builds on foundational listening and speaking skills in English. Students will practice conversation skills, including asking for clarification, expressing agreement and disagreement, and keeping a conversation going. Students will also take part in short discussions and small-group presentations as well as practice taking key-word notes while listening and viewing. Through a variety of communicative activities, students will build vocabulary, speaking skills, and confidence in their ability to understand simple spoken messages in different media in English.

**ESL020G High Beginner Grammar**

*Course Prerequisite: none*

**Credit Hours: 3**

This course builds foundational English grammar skills. The course focuses on adjectives and adverbs, common modals, and the simple past, past progressive, and future.

**ESL030R Low Intermediate Reading**

*Course Prerequisite: none*

**Credit Hours: 3**

This course focuses on the reading of informational articles in English; on the use of before-, during-, and after-reading strategies, and on vocabulary building through the study of collocations, synonyms, and contextualized definitions. Students will practice answering different types of comprehension questions, analyzing text features and structures, and interpreting graphic aids. Through instruction and practice, students will develop their ability to understand nonfiction texts written at low-intermediate levels and will increase their English vocabulary.

**ESL030W Low Intermediate Writing**

*Course Prerequisite: none*

**Credit Hours: 3**

This course builds skills in writing paragraphs in English by focusing on planning and composing paragraphs; on basic paragraph parts, organization, and types; on features of good paragraphs (i.e., qualities that U.S. writing teachers often look for when evaluating paragraphs); on common uses of the comma; on peer editing, with a special emphasis on common verb and sentence-structure errors.

**ESL030L Low Intermediate Listening and Speaking**

*Course Prerequisite: none*

**Credit Hours: 3**

This course develops listening and speaking skills in English, with a focus on building fluency. Students will practice speaking about familiar topics in pairs and small groups and will learn gambits for asking for and giving clarification, making suggestions, giving advice, and keeping a conversation going. Students will also identify main ideas and supporting details of spoken messages and take key-word notes while listening and viewing. Through a variety of communicative activities, students will build vocabulary, speaking skills, and confidence in their ability to understand simple spoken messages in different media in English.

**ESL030G Low Intermediate Grammar**

*Course Prerequisite: none*

**Credit Hours: 3**

This course reviews and builds on foundational principles of English grammar. The course focuses on parts of speech and their uses, forms, and positions in spoken and written sentences. Students will review count and non-count nouns and the use of determiners with them; common verb tenses and aspects; and forms, uses, and correct placement of describing words, prepositions, and pronouns in simple and compound sentences.

**ESL040R Intermediate Reading**

*Course Prerequisite: none*

**Credit Hours: 3**

This course focuses on the reading of informational articles in English; on the use of before-, during-, and after-reading strategies; and on vocabulary building through collocation, word analysis, and oral and written practice of general and academic vocabulary. Students will practice answering different types of questions, including critical-thinking questions; and will analyze and use text structures and features, including graphic aids, to increase comprehension. Through instruction and practice, students will develop their ability to understand nonfiction texts written at intermediate levels and increase their English vocabulary.

**ESL040W Intermediate Writing**

*Course Prerequisite: none*

**Credit Hours: 3**

This course builds foundational skills in writing descriptive, narrative, and basic expository essays in English by focusing on planning and composing essays; on basic essay parts, organization, and types; on features of well-written essays (i.e., qualities that U.S. writing teachers often look for when evaluating these types of essays); and on peer editing, with a special emphasis on common verb, pronoun, and sentence-structure errors.

**ESL040L Intermediate Listening and Speaking**

*Course Prerequisite: none*

**Credit Hours: 3**

This course develops listening and speaking skills in English, with an increasing focus on academic topics and activities. Students will take part in conversations and discussions about general interest and academic topics and will learn techniques for notetaking, critical thinking, collaborating, and speaking to groups. Through guided and free practice, students will build vocabulary, speaking skills, and confidence in their ability to understand spoken and visual messages in different media in English.

**ESL040G Intermediate Grammar**

*Course Prerequisite: none*

**Credit Hours: 3**

This course builds on principles of low intermediate grammar. The course focuses on the construction of simple, compound, and complex sentences and on the forms and uses of English verbs, including verbals. Students will also practice using common phrasal verbs and using modals to express necessity, prohibition, and expectation.

**ESL050R High Intermediate Reading**

*Course Prerequisite: none*

**Credit Hours: 3**

This course helps students become proficient readers in English. The course focuses on the reading of longer and more complex nonfiction texts in English; on the use of before-, during-, and after-reading strategies; on vocabulary building through collocation, the study of multiple-meaning words, word analysis, and oral and written practice of general and academic vocabulary; and on the development of critical-thinking skills.

**ESL050W High Intermediate Writing**

*Course Prerequisite: none*

**Credit Hours: 3**

This course builds skills in writing different types of essays and responses to texts in English. The course focuses on planning and writing essays; on features of well-written narrative, expository, and argumentative essays (i.e., qualities that U.S. writing teachers often look for when evaluating these types of essays); on writing summaries and self-evaluations; and on peer editing, with a special emphasis on the use of various types of transitions and on sentence variety and tone.

**ESL050L High Intermediate Listening and Speaking**

*Course Prerequisite: none*

**Credit Hours: 3**

This course develops listening and speaking skills in English with an increasing focus on academic topics and activities. Students will work on developing fluency in longer discussions about general interest and academic topics; will make longer, research-based presentations; and will use graphic organizers to group and convey information. Academic skills include critical thinking, taking notes on short lectures and documentaries, and collaborating in groups. Through guided and free practice, students will build vocabulary, speaking skills, and confidence in their ability to understand spoken and visual messages in different media in English.

**ESL050G High Intermediate Grammar**

*Course Prerequisite: none*

**Credit Hours: 3**

This course helps students build proficiency in English grammar. The course focuses on verb tenses and aspects, with special emphasis on the perfect, progressive, and future; and on more advanced principles governing subject-verb agreement and the use of articles and other determiners, verbals, and modals.

**ESL060R Advanced Reading**

*Course Prerequisite: none*

**Credit Hours: 3**

This course helps students work toward full proficiency in reading English nonfiction texts. The course focuses on the reading of longer, more complex informational texts in English; on the use of before-, during-, and after-reading and study strategies; and on the development of critical-thinking skills, including evaluation of arguments. Students will also further develop their general and academic vocabulary through the study of collocations, word analysis, and word families as well as oral and written practice of new vocabulary.

**ESL060W Advanced Writing**

*Course Prerequisite: none*

**Credit Hours: 3**

This course builds skills in writing different kinds of essays often assigned in U.S. colleges and universities. The course provides practice in using a writing process; on researching, evaluating, and citing sources of information; on writing summaries, syntheses, arguments, and research papers; and on peer editing.

**ESL060L Advanced Listening and Speaking**

*Course Prerequisite: none*

**Credit Hours: 3**

This course develops listening and speaking skills in English with a special emphasis on academic topics and activities. Students will work on developing full fluency by participating in extended pair and group discussions as well as by making longer, research-based presentations. Students will also practice listening to longer and more complex lectures, will practice taking notes on them, and will use the notes to answer questions about the texts.

**ESL060G Advanced Grammar**

*Course Prerequisite: none*

**Credit Hours: 3**

This course helps students work toward full proficiency in English grammar. The course focuses on advanced sentence structures, including use of the passive voice and of different types of clauses to combine ideas as well as the use of conditionals and common phrasal verbs.

**ESL060L Advanced Listening and Speaking**

*Course Prerequisite: none*

**Credit Hours: 3**

This course develops listening and speaking skills in English with a special emphasis on academic topics and activities. Students will work on developing full fluency by participating in extended pair and group discussions as well as by making longer, research-based presentations. Students will also practice listening to longer and more complex lectures, will practice taking notes on them, and will use the notes to answer questions about the texts.

### **ESL060G Advanced Grammar**

*Course Prerequisite: none*

#### **Credit Hours: 3**

This course helps students work toward full proficiency in English grammar. The course focuses on advanced sentence structures, including use of the passive voice and of different types of clauses to combine ideas as well as the use of conditionals and common phrasal verbs.

## **PROFESSIONAL ENGLISH**

### **ESL089 Professional English**

*Course Prerequisite: ESL060G, ESL060I, ESL060R, ESL060W; or minimum total score of C2 Advanced on the Michigan ELP*

#### **Credit Hours: 6**

Professional English is designed for students who wish to build English language skills specific to the workplace. The course provides an overview of contemporary business topics such as branding, advertising and marketing, and finance to create a framework for experiential language learning. Using an integrated approach to business English, the course includes the reading and discussion of business articles and case studies, listening activities, collaborative small-group projects, and role plays. Students will encounter a wide range of workplace situations that will enable them to develop English vocabulary and fluency as well as communication confidence.

### **ESL083 English Skills for Success**

*Course Prerequisite: ESL060G, ESL060I, ESL060R, ESL060W; or minimum total score of C2 Advanced on the Michigan ELP*

#### **Credit Hours: 6**

English Skills for Success combines instruction in spoken and written English with instruction in career building and job-search skills. Students will learn how to match personality traits, personal preferences, and goals to career choices; use social media and other forums to create professional networks; and research career information and job openings using digital and print media. Features of the class include the development of career- and work-related English vocabulary; a review of English grammar, usage, and writing through journaling and the composition of U.S.-style résumés and cover letters; and the improvement of pronunciation and fluency skills through mock face-to-face and telephone interviews.

### **ESL086 Presentation Skills for English Language Learners**

*Course Prerequisite: ESL060G, ESL060I, ESL060R, ESL060W; or minimum total score of C2 Advanced on the Michigan ELP*

#### **Credit Hours: 6**

Presentation Skills for English Language Learners focuses on helping students develop skills that will enable them to communicate effectively to groups of English-speaking clients and co-workers. All phases of the public-speaking process are addressed, including how to analyze audiences and use analyses to tailor messages, how to organize ideas presented orally, how to use visuals to enhance messages, and how to project confidence and energy nonverbally. Through feedback on pronunciation of English and use of English grammar, students will uncover fossilized errors and work to overcome them.

### **ESL082 Interpersonal Communication Skills in the United States**

*Course Prerequisite: ESL060G, ESL060I, ESL060R, ESL060W; or minimum total score of C2 Advanced on the Michigan ELP*

#### **Credit Hours: 6**

Interpersonal Communication Skills in the United States is designed to help students develop the face-to-face communication skills that business professionals need to succeed with U.S. clients or in U.S. businesses. A feature

of the class is analysis and discussion of cultural differences in interpersonal communication norms. Topics include interpersonal relationships at work, intercultural communication inside and outside the workplace, the dynamics of small-group communication, the tone of messages (assertive, aggressive, and passive), and a problem-solving process with workplace applications.

### **ESL088 Business Writing for English Language Learners**

*Course Prerequisite: ESL060G, ESL060I, ESL060R, ESL060W; or minimum total score of C2 Advanced on the Michigan ELP*

#### **Credit Hours: 6**

Business Writing for English Language Learners helps non-native speakers develop writing skills in English as they learn basic forms and functions of business writing. Students will learn how to analyze audience and purpose; organize routine, good-news, and bad-news messages; and edit for style as well as grammar, mechanics, and usage. Types of business writing include emails, letters, summaries, and reports. An emphasis of the course is writing as a recursive process that involves editing and revision, and the role of peer feedback in that process.

### **ESL084 Professional English for Marketing**

*Course Prerequisite: ESL060G, ESL060I, ESL060R, ESL060W; or minimum total score of C2 Advanced on the Michigan ELP*

#### **Credit Hours: 6**

Professional English for Marketing focuses on helping non-native speakers learn English vocabulary related to marketing as they discuss basic marketing topics and learn basic marketing techniques. Through critical thinking and discussion, small-group and individual projects, role plays, and presentations, students will learn how to collaborate in teams to complete projects and how to use English-language marketing vocabulary as they create products and marketing plans, brand, rebrand, and do pitches.

## **ENGLISH FOR ACADEMIC PURPOSES**

### **ESL140 TOEFL iBT Preparation**

*Course Prerequisite: ESL060G, ESL060I, ESL060R, ESL060W; or minimum total score of C2 Advanced on the Michigan ELP*

#### **Credit Hours: 6**

TOEFL iBT Preparation is designed for students who plan to take the Internet-based Test of English as a Foreign Language, the exam widely used by US and Canadian colleges and universities to measure the English language skills of non-native speakers of English. The course focuses on the four skills covered on the TOEFL iBT — reading, listening, speaking, and writing — with special emphasis on the types of questions and activities included on the test. Through practice with TOEFL iBT-type questions and activities, students will become familiar with the format and time limits of the test; learn techniques for correctly answering oral and written TOEFL questions; and understand how to compose successful integrated and independent writing tasks.

### **ESL141 Understanding US Culture**

*Course Prerequisite: ESL060G, ESL060I, ESL060R, ESL060W; or minimum total score of C2 Advanced on the Michigan ELP*

#### **Credit Hours: 6**

Understanding US Culture focuses on six fundamental shared US values — individual freedom, self-reliance, equality of opportunity, competition, material wealth, and hard work — and ways in which US history has helped shape those values. Topics include the colonial roots of religious freedom in the US; the US frontier heritage and the myth of the Old West; the checks and balances in the three branches of US government; the historical tensions between federal and state levels of government; and the history and evolution of ethnic and racial diversity in the US. Through reading and discussion, research, projects, and presentations, students will deepen their understanding of US culture and their own cultures.

### **ESL142 Academic Writing from Sources**

*Course Prerequisite: ESL060G, ESL060I, ESL060R, ESL060W; or minimum total score of C2 Advanced on the Michigan ELP*

**Credit Hours: 6**

Academic Writing from Sources takes students step by step through the process of composing research-based writing in English — from framing research questions, researching to answer questions, comprehending academic sources, and taking notes; to organizing ideas, integrating outside sources in one's own writing, and documenting sources correctly. Through work in and out of class, peer and instructor feedback, and revision, students will complete two research-based papers in English as well as a variety of shorter writing tasks, such as paraphrases, summaries, and responses to prompts. Students will also analyze problems they have in English grammar, usage, and mechanics; look for patterns in the errors they make; and work to correct — and avoid — the errors.

**ESL143 Critical Reading and Thinking Skills in English: US Fiction**

*Course Prerequisite: ESL060G, ESL060I, ESL060R, ESL060W; or minimum total score of C2 Advanced on the Michigan ELP*

**Credit Hours: 6**

Through close readings and discussions of US short stories and novels, students in Critical Reading and Thinking Skills in English: US Fiction will build reading comprehension and fluency as well as skills in interpreting, analyzing, synthesizing, and evaluating text. The course reviews literary elements such as narrative point of view, character development, plot, setting, conflict, and theme and helps students examine how these and other literary elements and techniques shape individual works of fiction. Included are well-known works from diverse and distinguished US authors, providing opportunities for students to build knowledge of US culture and historical eras.

**ESL144 Critical Reading and Thinking Skills in English: US Nonfiction**

*Course Prerequisite: ESL060G, ESL060I, ESL060R, ESL060W; or minimum total score of C2 Advanced on the Michigan ELP*

**Credit Hours: 6**

Through close readings and discussions of informational nonfiction and literary nonfiction, students in Critical Reading and Thinking Skills in English: US Nonfiction will build reading comprehension and fluency as well as skills in interpreting, analyzing, synthesizing, and evaluating text. The first half of each session reviews strategies for comprehending and remembering information in advanced-level textbooks in English, including study systems. The second half reviews elements of literary nonfiction such as people, plot, setting, conflict, and theme and helps students examine how these and other literary elements and techniques shape individual works of nonfiction. Included are well-known autobiographies and memoirs from diverse and distinguished US authors, providing opportunities for students to build knowledge of US culture and historical eras.

**ESL145 IELTS Test Preparation**

*Course Prerequisite: ESL060G, ESL060I, ESL060R, ESL060W; or minimum total score of C2 Advanced on the Michigan ELP*

**Credit Hours: 6**

IELTS Test Preparation is designed for students who plan to take the International English Language Testing System, or IELTS, widely used by colleges and universities in the UK, Australia, Canada, New Zealand, and other countries to measure the English language skills of non-native speakers of English. The course focuses on the four skills covered on the Academic Module of the IELTS — reading, writing, listening, and speaking — with special emphasis on the types of questions and activities included on the exam. Through practice with IELTS-type questions and activities, students will become familiar with the format and time limits of the test; learn techniques for correctly answering oral and written IELTS questions; and understand how to compose successful IELTS writing tasks.

**ASSOCIATE OF APPLIED SCIENCE IN DIAGNOSTIC MEDICAL IMAGING RADIOGRAPHY**

**RAD101 Intro to Diagnostic Medical Imaging Radiography**

*Course Prerequisite: None*

**Credit Hours: 2**

This course is an introduction to the field of diagnostic medical imaging in radiography. The course will introduce students to the field of radiography and radiation safety along with equipment used in the field. Topics also covered will be all fields of radiology including C.T., M.R.I., Mammography and Radiation Therapy.

### **RAD121 Radiographic Positioning and Procedures I**

*Course Prerequisite: None*

#### **Credit Hours: 3**

Introduction to the principles of radiography including positioning and radiographic image evaluation of the abdomen, chest, upper extremities, lower extremities, gastrointestinal, bony thorax and biliary systems and also provide appropriate recommendations for improving the diagnostic quality of the radiograph.

### **RAD122 Radiographic Positioning and Procedures II**

*Course Prerequisite: Radiographic Positioning and Procedures I*

#### **Credit Hours: 3**

This course is designed to enhance the necessary skills needed to accurately position patient and evaluate the radiographic image including special projection and methods of the urinary system, reproductive system, vascular, cardiac, and interventional radiography, mobile, surgical, and pediatric radiography and provide appropriate recommendations for improving the diagnostic quality of the radiograph.

### **RAD102 Fundamentals of Radiation**

*Course Prerequisite: Intro to Biology*

#### **Credit Hours: 3**

This course will concentrate on general theories of physics as they relate to matter, mechanics and electricity. Topics will also include the study of the nature and production of radiation, understanding of the complexity of radiographic equipment and x-ray circuitry.

### **ALH141 Patient Care and Radiation Protection**

*Course Prerequisite: Fundamentals of Radiation*

#### **Credit Hours: 2**

This course covers the basic concepts of patient care, including personal and physiological needs of the patient, diversity, age-specific patient care and communication and communication with family members. Topics include routine and emergency care procedures, patient assessment, medication information and administration, standard and universal precautions and infection control concepts, biological effects of radiation, source of radiation and radiation exposure. Other topics include fire and workplace safety.

### **ALH 101 Medical Terminology**

*Course Prerequisite: None*

#### **Credit Hours: 3**

This course introduces students to Medical terminology: suffixes, prefixes, basic word structure, root words, abbreviations and applying the word building process for analyzing medical terms. Emphasis will be placed on defining and spelling anatomic structures and medical terminology related to Body Systems.

### **ALH145 Law and Ethics in Imaging Science**

*Course Prerequisite: None*

#### **Credit Hours: 2**

This course is designed to provide a fundamental background in ethics and healthcare laws in the imaging profession. The course also provides the historical and philosophical basics of ethics, the elements of ethical behavior and ethical issues and dilemmas. Topics include an introduction to legal terminology, concepts and principles, misconduct, malpractice, legal and professional standards, and an emphasis on the importance of proper documentation and informed consent. Other topics include the basic concepts of patient information management, medical records management including privacy and regulatory issues and the role of the technologist in the management of patient information (HIPAA).

**RAD150 Registry Review**

*Course Prerequisite: Clinical 1 and Clinical II*

**Credit Hours: 2**

This course will provide examination preparation and review of the important topics in relation to the American Registry of Radiologic Technologists (ARRT).

**RAD140 Radiologic Pathology**

*Course Prerequisite: ALH102 Anatomy and Physiology, Sectional Anatomy I*

**Credit Hours: 2**

This course will familiarize the students with the common pathologies as seen in radiography. It will deal with the etiology and processes of trauma and disease. Emphasis will be placed on radiographic pathology of the body systems and the manifestation of this pathology. Case studies and images of the pathologies will be used to reinforce the lectures.

**ALH102 Anatomy and Physiology**

*Course Prerequisite: none*

**Credit Hours: 2**

Students are introduced to human anatomy and physiology, the different cells, tissues, organs and organ systems of the body, their functions and how they work together.

**RAD110 Sectional Anatomy I**

*Course Prerequisite: ALH103 Anatomy and Physiology II*

**Credit Hours: 4**

Study of human anatomy as demonstrated in sectional planes seen in Computed Tomography (CT), and Magnetic Resonance Imaging (MRI). Comparison of planar anatomy to sectional anatomy through the use of diagrams and radiologic images. Emphasis is on anatomy of the head, neck, spine, thorax, abdomen, pelvis, and musculoskeletal system.

**RAD115 Sectional Anatomy II**

*Course Prerequisite: RAD110 Sectional Anatomy I*

**Credit Hours: 4**

Continuation of the study of human anatomy as demonstrated in sectional planes seen in Computed Tomography (CT), and Magnetic Resonance Imaging (MRI). Comparison of planar anatomy to sectional anatomy through the use of diagrams and radiologic images. Emphasis is on anatomy of the head, neck, spine, thorax, abdomen, pelvis, and musculoskeletal system.

**RAD130 Special Procedures in Radiography**

*Course Prerequisite: ALH102 Anatomy and Physiology I*

**Credit Hours: 2**

An introduction to the use of radiopharmaceuticals for enhancement of various anatomical structures within the human body. Includes coverage of common types of contrast agents, their administration, their physiological effects on various organ systems, and emergent treatment.

**RAD135 Image Analysis and Digital Imaging in Radiography**

*Course Prerequisite: RAD102 Fundamentals of Radiation*

**Credit Hours: 3**

Topics covered in the course include radiographic image production, image quality, film processing, analog image receptors, digital image receptors, and production and control of scattered radiation.

**RAD161 Clinical Education I**

*Course Prerequisite: RAD102 Fundamentals of Radiation*

**Credit Hours: 6**



This course provides a supervised clinical experience at a clinical site. Included are application of equipment operation, radiation safety, medico legal and ethical protocols, record keeping and patient care. Additionally, the student will develop and demonstrate a professional work ethic and at the same time learn the necessary skills needed to function as a Radiography Technologist in the clinical environment.

### **RAD162 Clinical Education II**

*Course Prerequisite: RAD161 Clinical Education I*

**Credit Hours: 6**

This course provides a supervised clinical experience at a clinical site. Included are application of equipment operation, radiation safety, medico legal and ethical protocols, record keeping and patient care. Additionally, the student will develop and demonstrate a professional work ethic and at the same time learn the necessary skills needed to function as an Radiography Technologist in the clinical environment.

### **RAD163 Clinical Education III**

*Course Prerequisite: RAD161 Clinical Education I and RAD162 Clinical Education II*

**Credit Hours: 6**

This course provides a supervised clinical experience at a clinical site. Included are application of equipment operation, radiation safety, medico legal and ethical protocols, record keeping and patient care. Additionally, the student will develop and demonstrate a professional work ethic and at the same time learn the necessary skills needed to function as an Radiography Technologist in the clinical environment.

## **ASSOCIATE OF APPLIED SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY**

### **ALH104 Medical Terminology**

*Course Prerequisite: none*

**Credit Hours: 2**

Medical terminology is the language of medicine. In this course students are introduced to prefixes, suffixes, and word roots so that they can recognize, define, spell, and pronounce medical terms accurately.

### **ALH102 Anatomy and Physiology**

*Course Prerequisite: none*

**Credit Hours: 2**

Students are introduced to human anatomy and physiology, the different cells, tissues, organs and organ systems of the body, their functions and how they work together.

### **DMS110 Abdomen/Superficial Structures I**

*Course Prerequisite: none*

**Credit Hours: 3**

The course introduces the student to the anatomy and physiology of the vascular system, liver, gallbladder and biliary systems and breast. Other topics include abdominal Doppler techniques, sonographic evaluation of the organs covered in this course, pathology, and clinical symptoms.

### **DMS116 Scanning Principles and Protocols I**

*Course Prerequisite: none*

**Credit Hours: 3**

In this course, the student gains knowledge in the anatomy and physiology of the abdominal aorta, inferior vena cava, liver, gallbladder and biliary tract, pancreas, and the breast. Other topics include patient preparation, positioning, breathing techniques, proper techniques in manipulating the transducer probe and the identification of organ systems and surrounding anatomy or ultrasound images. Students will demonstrate various hands-on scanning techniques on fellow students under the supervision of the instructor.

### **PHY121 Sonographic Physics and Instrumentation I**

*Course Prerequisite: none*

**Credit Hours: 3**

Introduction to physics of acoustics and sonographic instrumentation. Description of different types of sound waves. Demonstration of propagation of ultrasound through tissues, transducers, pulse-echo instrumentation, two-dimensional imaging, real-time imaging, and display methods.

**DMS121 Patient Care, Law and Ethics in Sonography**

*Course Prerequisite: none*

**Credit Hours: 2**

This course consists of comprehensive and relevant coverage of the origin and evaluation of diagnostic medical sonography, patient care, principles of medical law and ethics, types of isolation, ergonomics, and types of work-related injuries. Other topics include transitioning from classroom to the clinical setting, communication skills, confidentiality (HIPAA), infection control, liability, vital signs, informed consent, and professional development within the ultrasound profession.

**DMS120 Abdomen/Superficial Structures II**

*Course Prerequisite: DMS110*

**Credit Hours: 3**

This course provides the students with the knowledge of the anatomy and physiology of the pancreas, urinary system, spleen, thyroid and parathyroid glands. Other topics presented are a pathology of renal pancreas pathology, including cystic disease, renal failure, renal infarction, as well as diseases of the spleen. Additional topics include the pathology of the thyroid and parathyroid glands and the sonographic evaluation of the urinary system, the spleen, as well as the thyroid and parathyroid glands.

**DMS126 Scanning Principles and Protocols II**

*Course Prerequisite: DMS116*

**Credit Hours: 2**

The student gains the knowledge of location, anatomy and physiology, patient positioning, selecting proper transducer frequency and breathing techniques of renal, spleen, thyroid gland, and parathyroid gland procedures. Other topics include patient prep for the procedure, scanning protocols, and normal variants. The students, under the supervision of the instructor, perform hands-on scanning techniques in the lab to identify the organ system discussed in this course and learn the proper techniques in manipulating the transducer to acquire sonographic images.

**PHY122 Sonographic Physics and Instrumentation II**

*Course Prerequisite: PHY121*

**Credit Hours: 3**

This course further enhanced the students understanding of the fundamentals and principles of diagnostic ultrasound physics. Topics include harmonics, contrast agents, hemodynamics, Doppler, transducers, artifacts, and optimization of Doppler images. Other topics include quality assurance, medical and bio-ethic principles, informed consent, patient interaction, Standard Precautions, and bio-effects.

**DMS231 Abdomen/Superficial Structures III**

*Course Prerequisite: DMS120*

**Credit Hours: 3**

In this course, the students develop the understanding of anatomy and physiology of the male pelvis, scrotal pathology, including infection, trauma, fluid collection, patient positioning, technical considerations, and scanning protocols. Other topics include vascular supply, extra testicular and benign masses, hydrocele, pyocele, hematocele, malignant testicular masses, and congenital anomalies. They will also learn about the normal anatomy of the abdominal wall, peritoneal and retroperitoneal organs and sonography finding of the peritoneal cavity.

**DMS236 Scanning Principles and Protocols III**

*Course Prerequisite: DMS126*

**Credit Hours: 2**

In this course, the student will acquire the knowledge of scanning protocols for the prostate gland, scrotum, and penis. Other topics include patient positioning, patient prep, transducers used to acquire sonographic images of the prostate gland, scrotum, and the penis. They will also learn about the normal anatomy and sonographic evaluation of the abdominal wall, peritoneal and retroperitoneal organs, and the peritoneal cavity. They will also learn the role of sonography in the assessment of blunt trauma.

**DMS233 OB/GYN I**

*Course Prerequisite: DMS120*

**Credit Hours: 3**

This course provides the student with knowledge of the anatomy and pathology of the female pelvis. Topics include pelvic landmarks and vasculature, patient preparation and history, endometriosis, endometritis, interventional and postoperative use of ultrasound and sonographic evaluation of the pelvis and associated anatomy.

**DMS237 Scanning Principles and Protocols OB/GYN I**

*Course Prerequisite: DMS126*

**Credit Hours: 2**

In this course, the student will learn scanning protocols for the female pelvis, ovaries, vagina, uterus, and pelvic cavity. The exam protocols presented will provide the student with the knowledge to produce sonographic images of the anatomy discussed using different planes and approaches. Other topics include anatomy and physiology of the pelvis, patient positioning, patient prep, proper transducer frequency, and breathing technique.

**DMS240 OB/GYN II**

*Course Prerequisite: DMS233*

**Credit Hours: 3**

In this course, the student will be provided with knowledge of first, second and third trimesters of pregnancy relating to the fetus to include fetal abnormalities, complications, and congenital anomalies. Other topics include the role of the sonographer in obstetrics, taking patient histories, morality and ethics, multiple gestation pregnancies, amniotic fluid, high-risk pregnancy, and sonographic evaluation of the anatomy discussed in the course.

**DMS247 Scanning Principles and Protocols OB/GYN II**

*Course Prerequisite: DMS237*

**Credit Hours: 2**

In this course, the student will learn obstetrical scanning protocols for imaging during the first, second and third trimesters. The protocols discussed will provide the student with the knowledge to produce sonographic images of this anatomy. Other topics include material anatomy, fetal anatomy, patient prep, patient positioning, proper transducer frequency, and breathing technique.

**DMS2349 Scanning Principles and Protocols IV**

*Course Prerequisite: DMS236*

**Credit Hours: 2**

In this course, the student will acquire the knowledge of scanning protocols for emergent ultrasound procedures. Other topics include patient positioning, patient prep, transducers used to acquire sonographic images of emergent ultrasound procedures. They will also learn the role of sonography in the assessment of blunt trauma.

**DMS255 Board Exam Prep**

*Course Prerequisite: DMS110, 120, 121, 231, 233, 240, VAS100, PHY 121, 122*

**Credit Hours: 2**

The purpose of the course is to review of all the courses taken in the DMS program, including simulated certification exams and classroom discussions/open forum. Review for SPI exam, ARRT exam and ARDMS exam

**VAS100 Vascular Ultrasound**

*Course Prerequisite: DMS231*

**Credit Hours: 3**

In this course, the student will learn the principles of vascular ultrasound, including Doppler and color duplex scanning of the carotid, venous and peripheral arteries, and veins of the lower extremities. Other topics include Continuous Wave (CW) and Pulsed Wave (PW) Doppler, venous and arterial anatomy and hemodynamics, bypass grafts and stents and vascular occlusions.

**VAS101 Scanning Principles and Protocols for Vascular Course**

*Course Prerequisite: DMS236*

**Credit Hours: 2**

In this course, the student will learn scanning protocols for imaging of the cerebrovascular duplex, peripheral arterial and venous duplex of the lower extremity. The protocols discussed will provide the student with the knowledge to produce sonographic images of this anatomy. Other topics include the anatomy of physiology of this part of the human body, patient positioning, patient prep, proper transducer frequency, and breathing techniques.

**DMS235 Diagnostic Medical Sonography Clinicals**

*Course Prerequisite: DMS115, DMS124, DMS232, DMS234*

**Clock Hours: 380 Credit Hours: 8**

The student is orientated to the clinical environment and provided with experience in the basic skills necessary to the role of Diagnostic Medical Sonographer. The student will utilize the classroom knowledge of the principles of diagnostic principles and scanning techniques learned to this point to observe and assist to perform various patient imaging procedures under supervision. These procedures may include abdominal, superficial structures, obstetrical and gynecologic imaging procedures. Emphasis will be placed on clinical skills, professionalism, and correct hospital procedures and policies.

**ASSOCIATE OF APPLIED SCIENCE IN MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGY****MRI121 Laws and Ethics in Imaging Sciences**

*Course Prerequisite: none*

**Credit Hours: 2**

This course is designed to provide a fundamental background in ethics and healthcare laws in the imaging profession. The course also provides the historical and philosophical basics of ethics, the elements of ethical behavior and ethical issues and dilemmas. Topics include an introduction to legal terminology, concepts and principles, misconduct, malpractice, legal and professional standards, and an emphasis on the importance of proper documentation and informed consent. Other topics include the basic concepts of patient information management, medical records management including privacy and regulatory issues and the role of the technologist in the management of patient information (HIPAA).

**ALH112 Venipuncture for Imaging Professionals**

*Course Prerequisite: none*

**Credit Hours: 3**

This course provides the student with comprehensive and relevant coverage of phlebotomy, medical law and ethics and legal concepts. Other topics include patient confidentiality (HIPAA), OSHA and safety, standard precautions, isolation procedures, equipment, venipuncture complications and specimen handling and transport.

**MRI122 Patient Care and Safety in MRI**

*Course Prerequisite: none*

**Credit Hours: 2**

This course covers the basic concepts of patient care, including personal and physiological needs of the patient, diversity, age specific patient care and communication and communication with family members. Topics include

routine and emergency care procedures, patient assessment, medication information and administration, standard and universal precautions, and infection control concepts. Other topics include fire and workplace safety.

### **MRI101 MRI Physics and Instrumentation I**

*Course Prerequisite: none*

**Credit Hours: 3**

The course provides an in-depth history of magnetic resonance imaging and clinical practice and an understanding of the principles of this technology. Topics include the physical principles of magnetic resonance imaging, its physics to include electromagnetism, radio frequency system, gradient system, nuclear magnetism, tissue characteristics, instrumentation, and clinical indicators for utilization of magnetic resonance imaging.

### **ALH102 Anatomy and Physiology**

*Course Prerequisite: none*

**Credit Hours: 3**

This course consists of comprehensive and relevant coverage of the Anatomy and Physiology of Human Body Systems. Students learn about Human body structures and location, body cavities, terms of reference, human organization. Students learn a different type of tissues their functions and location in the body. Coursework includes the Anatomy and physiology of the human body systems and discusses the Integumentary system, Skeletal and Muscular System, Cardiovascular, Digestive, Respiratory, Urinary, Endocrine, Nervous, Blood and Lymphatic, Reproductive System, with an emphasis on the Diseases of the body system and surgical and diagnostic procedures.

### **ALH104 Medical Terminology**

*Course Prerequisite: none*

**Credit Hours: 3**

This course introduces students to Medical terminology: suffixes, prefixes, basic word structure, root words, abbreviations and applying the word building process for analyzing medical terms. Emphasis will be placed on defining and spelling anatomic structures and medical terminology related to Body Systems.

### **MRI102 MRI Physics and Instrumentation II**

*Course Prerequisite: MRI101*

**Credit Hours: 3**

This course is designed to maximize MR image quality through the understanding of the fundamentals, concepts, and processes of MR imaging. Topics include the concepts of pulse sequencing, image parameters and artifact reduction techniques. Other topics presented include pulse sequences, contrast media, artifacts and artifact reduction techniques, imaging parameters/options, special applications, and quality assurance.

### **MRI141 MRI Clinical Positioning Sim I**

*Course Prerequisite: MRI101*

**Credit Hours: 2**

This course will provide the student with anatomy, position, imaging techniques and suggested protocols related to the head, spine, spinal cord, and soft tissue structures of the neck. Other topics covered are anatomical structures and the plane that best demonstrates the anatomy, coils, and scan sequencing.

### **MRI123 Sectional Anatomy I**

*Course Prerequisite: ALH101, ALH102*

**Credit Hours: 4**

This course offers the student an introduction to cross-sectional anatomy, anatomic positions, body planes and cavities, terminology, landmarks, and other imaging planes relevant to demonstrating anatomy on MR images. Other topics include the cross-sectional anatomy of the cranium and facial bones, brain, the spine and spinal cord, soft tissue of the neck and the endocrine system.

**MRI142 MRI Clinical Positioning Sim II**

*Course Prerequisite: MRI141*

**Credit Hours: 2**

This course provides the student with the patient positioning and imaging techniques related to the upper and lower extremities and the pelvic girdle. Other topics include clinical applications such as coils; scan sequencing, protocols, positioning criteria, signal characteristics of normal and abnormal structures and the plane that best demonstrates the anatomy in the production of high-quality images.

**MRI143 MRI Clinical Positioning Sim I**

*Course Prerequisite: MRI141*

**Credit Hours: 2**

This course provides the student with the patient positioning and imaging techniques related to the abdomen and its related structures and organs, pelvis, and the male and female reproductive systems. Other topics include clinical applications such as coils, scan sequencing, protocols, positioning criteria, signal characteristics of normal and abnormal structures, and the plane that best demonstrates the anatomy in the production on high-quality images.

**MRI252 MRI Registry Review**

*Course Prerequisite: MRI101, MRI102, MRI123*

**Credit Hours: 2**

This course will provide examination preparation and review of the important topics in relation to the American Registry of Radiologic Technologists (ARRT) and/or American Registry of Magnetic Resonance Imaging Technologists (ARMRIT) national certification.

**MRI249 Medical Imaging Pathology**

*Course Prerequisite: MRI123*

**Credit Hours: 2**

This course will familiarize the students with the common pathologies as seen in magnetic resonance imaging. Case studies and images of the pathologies will be used to reinforce the lectures. Technologists doing magnetic resonance imaging must be able to recognize the general appearance of pathology and recognize the need for additional sequences, changes in protocols and the need for contrast studies based upon the recognition of pathological changes.

**MRI233 Sectional Anatomy II**

*Course Prerequisite: MRI123*

**Credit Hours: 4**

This is a study of human anatomy as seen in axial, sagittal, and coronal planes. Other imaging planes are studied when relevant for a demonstration of anatomy in specific regions. Correlation to MR images is practiced in this course. A study of normal anatomy and normal variations and its appearance in planes enables the student to better recognize abnormal conditions and thus make the associated changes in imaging requirements to adequately demonstrate the patient's anatomy and pathology. Topics include the thorax-abdomen. Pelvis and the musculoskeletal system will be discussed in this course.

**MRI250 Advanced Imaging Techniques**

*Course Prerequisite: MRI101, MRI102*

**Credit Hours: 2**

This course will provide the student with an update on fundamental and advanced sequence protocols when imaging the different regions of the body. Comprehensive coverage of MRI signal of normal tissue will give the preliminary basis for the diagnosis of diseases within the human anatomy. The student will focus on imaging strategies, recent developments, and specific MRI findings to characterize congenital, inflammatory, benign and malignant diseases. The course will provide a combination of lectures and case-based interactive teaching in a classroom setting.

**MRI144 MRI Clinical I, MRI145 MRI Clinical II, MRI146 MRI Clinical III**

*Course Prerequisite: MRI141*

**Credit Hours: 6 each**

This course provides a supervised clinical experience at a clinical site. Included are application of equipment operation, MR safety, medicolegal and ethical protocols, record keeping and patient care. Head and neck techniques and procedures, as well as spine and extremity work, will be performed. Additionally, the student will develop and demonstrate a professional work ethic and at the same time learn the necessary skills needed to function as an MRI Technologist in the clinical environment.

**ASSOCIATE OF APPLIED SCIENCE IN NON-INVASIVE CARDIOVASCULAR SONOGRAPHY****ALH104 Medical Terminology**

*Course Prerequisite: none*

**Credit Hours: 2**

Medical Terminology is the language of medicine. In this course students are introduced to prefixes, suffixes, and word roots so that they can recognize, define, spell, and pronounce medical terms accurately.

**ALH102 Anatomy and Physiology**

*Course Prerequisite: none*

**Credit Hours: 3**

Students are introduced to human anatomy and physiology, the different cells, tissues, organs and organ systems of the body, their functions and how they work together.

**CCT104 Cardiology I**

*Course Prerequisite: none*

**Credit Hours: 3**

This course will provide the student with the knowledge of coronary anatomy and physiology and the different rhythms found in the heart. The main topics include electrophysiology, lead morphology and placement, technical aspects of the EKG, and interpreting of the rhythm strip.

**CCT105 Cardiology II**

*Course Prerequisite: CCT104*

**Credit Hours: 3**

This course provides the student with the knowledge of stress testing, 12 lead EKG interpretation, and Holter monitoring. Topics include stress testing techniques and the interpretations of the stress test, ECG, ergometers, concepts of Holter monitoring and interpretation of rhythm strips when cardiac medications are used.

**CCT103 Cardiology Lab**

*Course Prerequisite: none*

**Credit Hours: 1**

This course is going to focus on lab time allowing the student actual "hands-on" training. This course will provide operating knowledge and hands-on practice for EKG, Stress Test, and Holter Monitor tasks generally performed in cardiac labs, medical centers, or hospitals.

**PHY121 Ultrasound Physics and Instrumentation I**

*Course Prerequisite: none*

**Credit Hours: 3**

This course will provide an introduction to physics of acoustics and sonographic instrumentation and description of different types of sound waves. Demonstration of propagation of ultrasound through tissues, transducers, pulse-echo instrumentation, two-dimensional imaging, real-time imaging, and display methods.

**CVS121 Introduction to Echocardiography**

*Course Prerequisite: ALH104*

**Credit Hours: 2**

This course provides information on; duties and responsibilities of an echocardiographer, general standards, policies and procedures and universal precautions in healthcare environment, cardiac anatomy and physiology, hemodynamics, medical terminologies and medical abbreviations, limited history and physical assessment, M-mode theory and application, and basic color Doppler theory and application, in echocardiography.

**CVS123 Cardiac Hemodynamics**

*Course Prerequisite: CVS121*

**Credit Hours: 2**

This course will provide students a deeper understanding and instruction on fetal cardiopulmonary development as well as the hemodynamic variations during cardiac development. Formation of vascular tubes, sinus venosus, cardiac loop, valve formation, comparison of fetal and post-natal intra-cardiac communication such as atrial septal defect, ventricular septal defect, patent ductus arteriosus, and atrio-ventricular septal defect, Epstein's Anomaly, Tetralogy of Fallot, Pentalogy of Fallot, Marfan's Syndrome. Intracardiac fetal pressures and oxygen saturation within the cardiopulmonary system. Congenital defects and their effect on cardiac hemodynamics. Relationship between cardiac pressures and velocities; pressure gradient, viscosity, hematocrit, blood components, frictional energy, right atrial pressure estimation and potential sites of measurements in 2D.

**CVS141 Echocardiography Protocol I**

*Course Prerequisite: none*

**Credit Hours: 3**

This course will serve as the main foundation of cardiac ultrasound scanning. It contains theory and application to acquire tomographic images from different transthoracic acoustic windows. Placement and role of 3 lead EKG, patient position, the introduction of basic ultrasound equipment control, application of 2D imaging, M-mode and Color Doppler application, archiving methods, respiratory control and echocardiography protocol views acquisition PARASTERNAL and APICAL.

**CVS124 Systolic Function**

*Course Prerequisite: CVS121*

**Credit Hours: 2**

This course provides a different method of how ejection fraction is estimated visually or quantitatively; Simpson's Method, Stroke Volume, Fractions Shortening Formula, Myocardial Contractility, Preload and afterload, Ventricular Systolic Function and Diastolic Function.

**PHY122 Ultrasound Physics & Instrumentation II**

*Course Prerequisite: PHY121*

**Credit Hours: 3**

This course further enhanced the students understanding of the fundamentals and principles of diagnostic ultrasound physics. Topics include harmonics, contrast agents, hemodynamics, Doppler, transducers, artifacts, and optimization of Doppler images. Other topics include quality assurance, medical and bio-ethics principles, informed consent, patient interaction, Standard Precautions, and bio-effect.

**CVS131 Cardiac Diseases I**

*Course Prerequisite: CVS123, CVS124*

**Credit Hours: 2**

This course will expose students to the various congenital abnormalities of aorta, including the recognition and echo classification of bicuspid aortic valve. Imaging and evaluation of valvular stenosis and regurgitation. Prosthetic aortic and mitral valve evaluation; types of prosthetic valves and prosthetic valve thrombosis assessment. Videos will be used during lecture to exemplify various cardiac pathologies and conditions.

**CVS132 Cardiac Diseases II**



Course Prerequisite: CVS131, CVS142

**Credit Hours: 2**

This course expands onto the various adult cardiac conditions. Pericardial and plural effusions, tamponade; pericarditis. Dilated, ischemic, hypertrophic, restrictive, and left ventricular non-compaction cardiomyopathies; Pulmonary hypertension and pulmonary embolism; left and right ventricular systolic dysfunction evaluation, cardiac chamber dilation; cardiac thrombi, tumors and masses; types and principles of stress echocardiography. Videos will be used during lecture to exemplify various cardiac pathologies and conditions.

**CVS142 Echocardiography Protocol II**

Course Prerequisite: CVS141

**Credit Hours: 3**

This course will advance by adding the following portion of Echocardiography Protocol. PLAX with Color Doppler, PSAX views with Color Doppler, Acquisition of AP4CH, AP5CH, AP2CH, AP3CH and Color Doppler Application on all Apical Views. Acquisition and Demonstration of Right Ventricular Inflow View, Right Ventricular Outflow View, Application of Calculation Packages of M-mode Calculation Package in Parasternal Views, Application of Pulse Wave Doppler, Continuous Wave Doppler in all Apical Views and Application of Doppler Calculation Package.

**CVS239 Echo Modalities**

Course Prerequisite: CVS132, CVS142

**Credit Hours: 2**

In this course, students will learn about advanced echocardiographic modalities, standard protocol, and tomographic views and risks factors involved during the procedure. Other topics include clinical indications and protocols for ventricular systolic function, diastolic dysfunction, classifications of diastolic dysfunction, ischemic cardiac disease, stress echocardiography, cardiomyopathies, hypertensive and pulmonary heart disease, pericardial disease, mitral and aortic stenosis, aortic and mitral regurgitation, prosthetic valves, and endocarditis. The other part of the course is a review of all the courses taken in NICVS program including simulated certification exams and classroom discussions/open forum.

**CVS143 Echocardiography Protocol III**

Course Prerequisite: CVS142

**Credit Hours: 3**

This course serves as the standard echocardiography protocol what will be used by students graduating from this program. This will include a repetitive acquisition, demonstration, and application of M-mode and Doppler studies on parasternal, apical, subcostal, and suprasternal views.

**ALH130 Patient Care, Law & Ethics in Sonography**

Course Prerequisite: none

**Credit Hours: 2**

This course consists of comprehensive and relevant coverage of the origin and evaluation of diagnostic medical sonography, patient care, principles of medical law and ethics, types of isolation, ergonomics, and types of work-related injuries. Other topics include transitioning from classroom to the clinical setting, communication skills, confidentiality (HIPAA), infection control, liability, vital signs, informed consent, and professional development within the ultrasound profession.

**VAS100 Vascular Ultrasound**

Course Prerequisite: none

**Credit Hours: 3**

In this course, the student will learn the principles of vascular ultrasound, including Doppler and color duplex scanning of the carotid, venous and peripheral arteries, and veins of the lower extremities. Other topics include Continuous Wave (CW) and Pulsed Wave (PW) Doppler, venous and arterial anatomy and hemodynamics, bypass grafts and stents and vascular occlusions.

### **VAS101 Scanning Principles and Protocols for Vascular Course**

Prerequisite: none

**Credit Hours: 2**

In this course, the student will learn scanning protocols for imaging of the cerebrovascular duplex, peripheral arterial and venous duplex of the lower extremity. The protocols discussed will provide the student with the knowledge to produce sonographic images of this anatomy. Other topics include the anatomy of physiology of this part of the human body, patient positioning, patient prep, proper transducer frequency, and breathing techniques.

### **CVS240 Board Exam Prep**

*Course Prerequisite: CVS143*

Credit Hours: 2

The purpose of the course is to review of all the courses taken in the NICVS program, including simulated certification exams and classroom discussions/open forum. Review for SPI exam, RCS exam and ARDMS exam

### **CVS144 Echocardiography Protocol IV**

*Course Prerequisite: CVS143*

**Credit Hours: 2**

This course serves as the standard echocardiography protocol what will be used by students graduating from this program. This will include a repetitive acquisition, demonstration, and application of M-mode and Doppler studies on parasternal, apical, subcostal, and suprasternal views.

### **CVS246 Echo Externship I**

*Course Prerequisite: PHY122, CVS142*

**Credit Hours: 5**

Students are assigned to a clinical site where they observe and learn under a supervised environment, hands-on training on how to register a patient, perform required scans, all in a professional manner. The student will utilize the classroom knowledge of the principles of diagnostic principles and scanning techniques learned at this point to observe and assist to perform various patient imaging procedures under supervision. Emphasis will be placed on clinical skills, professionalism, and correct hospital procedures and policies.

### **CVS247 Echo Externship II**

*Course Prerequisite: PHY122, CVS142*

**Credit Hours: 5**

Students are assigned to a clinical site where they observe and learn under a supervised environment, hands-on training on how to register a patient, perform required scans, all in a professional manner. The student will utilize the classroom knowledge of the principles of diagnostic principles and scanning techniques learned at this point to observe and assist to perform various patient imaging procedures under supervision. Emphasis will be placed on clinical skills, professionalism, and correct hospital procedures and policies.

## **ASSOCIATE OF APPLIED SCIENCE IN SURGICAL TECHNOLOGY**

### **SUR101 Introduction to Surgical Technology**

*Course Prerequisite: none*

**Credit Hours: 2**

This course is designed to provide the student with the knowledge of how to function in the healthcare setting. Students will gain knowledge of the global aspect of health care as it pertains to the surgical technologist.

### **SUR100 Surgical Technology Lab I**

*Course Prerequisite: none*

**Credit Hours: 1**

This course provides theoretical knowledge and hands-on training for the application of essential skills and the role of a Surgical Technologist during case management. Topics include but not limited to the aseptic technique, basic

procedure set-up, instrumentation, and special considerations for the Surgical Technologist in the Operating Room.

#### **ALH104 Medical Terminology**

*Course Prerequisite: none*

**Credit Hours: 2**

This course introduces student to medical terminology as it pertains to Health Care. This course will discuss the suffixes, prefixes, basic word structure, root words, abbreviations, and the ability to apply the word building process for analyzing medical terms. Emphasis will be placed on defining and proper spelling of anatomic structures and other medical terms as it is related to body systems.

#### **ALH108 Human Anatomy and Physiology I**

*Course Prerequisite: None*

**Credit Hours: 3**

This course provides fundamental principles of the anatomy and physiology and the relationship with proper body functions. This course is focuses on the basic study of the structure and function of the human body. Topics include basic study and understanding of the body systems as well as an introduction to cells, tissue, nutrition, acid-balance, electrolytes, and body function hemostasis.

#### **ALH107 Microbiology for Healthcare Professionals**

*Course Prerequisite: none*

**Credit Hours: 1**

This course provides an introduction to the study of microorganisms as it pertains to Health Care. Topics include structure of organisms, function, metabolism, growth, and genetic makeup of organisms. This course will discuss the relationship between the microbes, antimicrobial agents, and the immune system within the human body.

#### **SUR150 Sterile Processing**

*Course Prerequisite: none*

**Credit Hours: 3**

This course introduces students to the concept of sterilization and the principles of sterile and aseptic technique. Topics include rules and regulations, standards of practice, pertaining to the sterilization process of medical devices and instrumentation, methods of sterilization, safety, monitoring, quality assurance, principles of decontamination, preparation and storage, classification, care and handling of surgical instrumentation and surgical tray sets.

#### **ALH113 Introduction to Pharmacology**

*Course Prerequisite: ALH104, ALH108*

**Credit Hours: 2**

This course introduces the student to the fundamentals of surgical pharmacology and provides an introduction to technical and practical pharmaceutical knowledge. Other topics include weights and measurements, drug conversions, interpretation of drug orders, the role of the surgical technologist in medication administration and the legal aspects of drug administration, intraoperative diagnostic agents, medication agents, patient monitoring, and the fundamentals of local, regional, and general anesthesia.

#### **ALH109 Human Anatomy and Physiology II**

*Course Prerequisite: ALH104, ALH108*

**Credit Hours: 3**

This course provides a comprehensive study of the anatomy and physiology of the human body. It is about an in-depth understanding of the principles of anatomy and physiology and their interrelationships focusing on body organization and various systems of the body and its functions

#### **SUR105 Perioperative Procedures**

*Course Prerequisite: ALH104, ALH108*

**Credit Hours: 2**

Apply knowledge of anatomy and physiology and medical terminology within the surgical environment related to preoperative, intraoperative, and postoperative procedures in surgical case management.

**SUR103 Surgical Instrumentation**

*Course Prerequisite: none*

**Credit Hours: 1**

Expertise in surgical instrumentation is one of the most important roles as well as one of the most difficult educational requirements of the surgical technologists, this course will help the learner gain vital core knowledge on instrumentation.

**SUR118 Surgical Technology Lab II**

*Course Prerequisite: SUR100*

**Credit Hours: 2**

This course introduces the student to necessary skills needed to assume the role of the Surgical Technologist as a member of the surgical team. Students will master necessary competencies needed in preparation to be placed at externship site.

**SUR151 Surgical Procedures for General, GYN, GU, and Plastic/Reconstructive Cases**

*Course Prerequisite: SUR105*

**Credit Hours: 2**

This course provides theoretical and hands-on training including the set-up, instrumentation, and other Surgical Technology considerations in the OR focusing on General, Obstetrics, Gynecology, Genitourinary, and Plastic/Reconstructive cases.

**SUR152 Surgical Procedures for Eyes, Ears, Nose, and Throat Cases**

*Course Prerequisite: SUR105*

**Credit Hours: 2**

This course provides theoretical and hands-on training including the set-up, instruments, and other Surgical Tech considerations in the OR focusing on Eyes, Ears, Nose, and Throat cases.

**SUR153 Surgical Procedures for Ortho, Spine, and Neuro Cases**

*Course Prerequisite: SUR105*

**Credit Hours: 2**

This course provides theoretical and hands-on demonstration and evaluation focusing on Orthopedic, Spine, and Neurosurgical specialties. This course provides detail explanation and understanding of Orthopedic, Spine, and Neurosurgical procedures. This course details the OR set up of procedures, specific specialty instrumentation, and any special consideration for the Surgical Technologist in the Scrub Role.

**SUR154 Surgical Procedures Cardio, Thoracic, Peripheral, and Vascular Cases**

*Course Prerequisite: SUR105*

**Credit Hours: 2**

This course provides theoretical and hands-on training including the set-up, instruments, and other Surgical Tech considerations in the OR focusing on Cardiovascular, Thoracic, and Peripheral cases.

**SUR146 Surgical Technology Lab III**

*Course Prerequisite: SUR118*

**Credit Hours: 2**

This course provides theoretical knowledge and hands-on training for the application of essential skills and the role of a surgical tech when it pertains to surgical procedures. Topics include surgical procedures in the General,

Gynecology, Genitourinary, Plastics, ENT, Orthopedic, Spine, Neurosurgical, Cardiovascular, Thoracic, and Peripheral Vascular specialties.

### **ALH106 Pathophysiology**

*Course Prerequisite: ALH104, ALH108*

**Credit Hours: 2**

This course provides students with the concepts of human diseases, including the relationship between cell pathology and disease and examines hemodynamic disorders, inflammation, and infection. Recognize various pathologies, diseases, and disorders associated with each body systems, signs, symptoms, etiology, diagnosis, treatment, and prevention.

### **ALH110 Patient Care, Law and Ethics**

*Course Prerequisite: none*

**Credit Hours: 2**

This course consists of comprehensive and relevant coverage of the origin and evaluation, patient care, principles of medical law and ethics, types of isolation, ergonomics, and types of work-related injuries. Other topics include transitioning from classroom to the clinical setting, communication skills, confidentiality (HIPAA), infection control, liability, vital signs, informed consent.

### **PRO100 Professional Development**

*Course Prerequisite: none*

**Credit Hours: 2**

The Professional Development course is designed to improve the soft skills of the students. Students will learn how to create career paths that require them to research career options and potential employers. The course will help them to prepare a developmental roadmap that will lead them to success within the profession.

### **SUR148 Surgical Technology Lab IV**

*Course Prerequisite: SUR146*

**Credit Hours: 2**

Students will build upon the skills learned in order to reinforce the skills needed to assume the role of a surgical technologist as a member of the surgical team. Students will master the fundamental skills and competencies needed in real life surgical environment.

### **SUR149 Surgical Anesthesia**

*Course Prerequisite: SUR151, ALH113*

**Credit Hours: 2**

Course analyzes the principles of anesthesia, explains anesthesia interventions and complications, as well as compare and contrast methods, agents, and techniques of anesthesia administration and preparation.

### **SUR160 Certification Review**

*Course Prerequisite: SUR166, SUR167*

**Credit Hours: 2**

This course will provide preparation and review of all material provided to the student during the course of the program in accordance with the Association of Surgical Technologist (AST) Core Curriculum. The course will provide students with techniques to master standardize test taking skills and critical thinking problem solving.

### **SUR166 Surgical Technology Clinical I**

*Course Prerequisite: SUR100, SUR118*

**Credit Hours: 3**

Students will demonstrate their knowledge of aseptic technique, duties of the primary scrub and knowledge of operating room procedures while in the clinical setting.

**SUR167 Surgical Technology Clinical II**

*Course Prerequisite: SUR100, SUR118*

**Credit Hours: 3**

Students will demonstrate their knowledge of aseptic technique, infection control principles, surgical instrumentation, primarily in the first scrub role.

**ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING, BUSINESS ADMINISTRATION, AND MARKETING****BCOM101 Computer Applications for Business**

*Previous course info: CSIT100 Computer Applications; BCOM100 Business Computer Skills*

*Course Prerequisite: None*

**Credit Hours: 3**

Business Computer Applications course focuses on integrating computer technology with decision-making and problem-solving skills. Areas of instruction include word processing, spreadsheets, presentation, and database software that prepare students for industry-standard certifications.

**COMM120 Business Communication**

*Course Prerequisite: None*

**Credit Hours: 3**

This course engages students in business communication, including written, spoken, and interpersonal approaches. Through hands-on applications, students gain a foundational understanding on communication in today's digital business society, and, upon a successful completion of the course, will be able to successfully participate in the said world.

**CNBV100 Consumer Behavior**

*Course Prerequisite: None*

**Credit Hours: 3**

Consumer Behavior Course reviews and analyzes areas of consumer and organizational buying behavior that guide marketing management decisions. Content focus is on recognizing and applying consumer behavior theories to marketing strategies in a diverse marketplace. Recommended: Hands-on experience using word processing, the Internet, and e-mail.

**MGMT120 Principles of Management**

*Course Prerequisite: None*

**Credit Hours: 3**

This course is a survey course that focuses on the major functions of management. Emphasis is placed on planning, organizing, and directing. Students are also exposed to vital elements of business communication. Upon successful completion of the course, students will understand their role as a team member of a business team.

**MKTG110 Principles of Marketing**

*Course Prerequisite: None*

**Credit Hours: 3**

This course introduces students to the basic marketing concepts and theories. Students will be exposed to marketing strategies, based on real-world examples from successful companies. Students will also be advised as to how the marketing strategies contribute to the overall business plan strategies and are encouraged to practice the studies principles in hands-on projects and exercises.

**ACCT100 Financial Accounting**

*Previous course info: ACCT110 Principles of Accounting*

*Course Prerequisite: None*

**Credit Hours: 3**

This course focuses on exposing students to the basic principles of business accounting. Concepts studied include balancing a budget, value, inventory, cash flow statements, and income statements. Upon successful completion of the course, students will be able to decipher basic accounting principles, and apply them to core business functions.

### **BUSN110 Introduction to Business Administration**

*Course Prerequisite: None*

#### **Credit Hours: 3**

Introduction to Business Administration is designed to be a survey of the functions and operations of the contemporary business. Students are exposed to the decision-making process of business and explore the effects of these decisions on society. The course surveys multiple business areas and allows students to be exposed to a multitude of career fields.

### **ACCT120 Intermediate Accounting**

*Course Prerequisite: None*

#### **Credit Hours: 3**

The accounting cycle will be reviewed including partnership accounting and accounting for corporations. The student will gain an understanding of computerized accounting topics that include stockholder's equity, long-term liabilities (bonds, investments), cash flow, inventory valuation, accounting for property, plant and equipment, preparation and analysis of partnership and corporate financial statements. Managerial aspects of accounting, such as manufacturing statements and job order and process cost systems will be introduced.

### **ACCT130 Managerial Accounting**

*Course Prerequisite: None*

#### **Credit Hours: 3**

This course presents cost accounting methods, concepts and procedures used by management in their decision-making process. Topics covered include cost accumulation techniques, budgeting and breakeven analysis.

### **ACCT140 Auditing**

*Course Prerequisite: None*

#### **Credit Hours: 3**

This course introduces students to the audit process. The student will gain an understanding of the basic principles and procedures of internal control, evidence and maintaining audit work papers and reports.

### **ALHT140 Patient Care, Law, and Ethics**

*Course Prerequisite: None*

#### **Credit Hours: 3**

This course is designed to provide the student with knowledge about the source for medical law, ethics, and morals related to the health care professions. Students will learn about patient-physician relationships and the rights of each in that relationship. The Hippocratic Oath and the consent from patients are an integral part of medical practice and essential for students to understand. Medical malpractice and how to avoid malpractice will be discussed using case studies and readings. The medical record and privacy of information (HIPAA), a fundamental Constitutional right, will be covered to avert breaches in confidentiality. The course ends with bioethical issues of genetic engineering and organ transplantation and ethical issues regarding life and death.

### **ALHT150 Medical Terminology**

*Course Prerequisite: None*

#### **Credit Hours: 3**

This course introduces the student to Medical terminology: suffixes, prefixes, basic word structure, root words, abbreviations, and applying the word-building process for analyzing medical terms. Emphasis will be placed on defining and spelling anatomic structures and medical terminology related to body systems.

### **ALHT160 Medical Insurance, Billing and Coding**

*Course Prerequisite: None*

**Credit Hours: 3**

This course is designed to provide the student with basic knowledge of health insurance terminology and various healthcare plans, including private and governmental plans, claims processing and transmitting, patient collections, and financial management. In addition, there will be an introduction of basic accounting, procedural and diagnostic coding for reimbursement. The course will also include an overview of electronic health records (EHR), ICD-10-CM codes, coding guidelines, health status codes, maintaining ICD-10 database and CPT guidelines.

**BUSN130 Customer Relationship Management**

*Course Prerequisite: None*

**Credit Hours: 3**

This course centers on the most vital part of business operations: customer service management. In this course, students will engage in the study of customer behavior and pertinent communication strategies.

**BUSN150 Business Operations**

*Course Prerequisite: None*

**Credit Hours: 3**

This course focuses on the fundamentals of business operations. Topics covered include basic business operations, the source of supply, purchasing, technology, and enterprise resource planning systems. Pertinent management skills will also be covered.

**BUSN155 Healthcare Business Operations**

*Course Prerequisite: None*

**Credit Hours: 3**

This course is designed to provide a framework for understanding the role and contributions of management and leadership within various healthcare settings. First, the course presents the challenges of providing health services and some of the conceptual maps necessary to help guide managers in the decision-making process. Second, the course addresses the classic issues of organization design, motivation, communications, power, organizational learning, performance, or quality improvement, and managing groups and teams. Lastly, the course focuses on the organizational context and addresses the challenge of achieving competitive advantage and managing alliances.

**BUSN160 Business Ethics**

*Course Prerequisite: None*

**Credit Hours: 3**

This course centers on the discussion of contemporary business ethics. Students explore issues and debates of the contemporary business community from an ethical standpoint and focus on applying ethical principles to the resolutions of business problems.

**BUSN180 Entrepreneurship and Small Business Management**

*Previous course info: BUSN101 Introduction to Small Business Administration*

*Course Prerequisite: None*

**Credit Hours: 3**

Small Business Management Course presents the principles and problems of organizing a small business. Content includes analysis of entrepreneurial qualifications and skills; capital resources and requirements; forms of ownership; and financial analysis and planning. Focus is on tax and legal considerations; staffing and learning to identify profit opportunities using market analysis; bringing products to market through effective advertising, personal selling and distribution methods and practices.

**CSIT120 QuickBooks**

*Course Prerequisite: None*

**Credit Hours: 3**



This course provides an introduction to accounting with QuickBooks software. Students will learn how the double entry system of bookkeeping is implemented through QuickBooks' system of document preparation. Students will enter sales, receivables, payables, and purchases for a service business. Students will become proficient at using QuickBooks Navigators, Menus and Registers.

### **FNCE101 Principles of Finance**

*Previous course info: FNCE100 Introduction to Finance*

*Course Prerequisite: None*

#### **Credit Hours: 3**

This course serves as an introduction to finance and the practical application of the concepts in financial aspect of entrepreneurship, valuation of new ventures, cashflow management, time value of money, securities structures, the use of financial statements, development of a new business, and financing new venture.

### **FTAX100 Individual Income Tax Fundamentals**

*Course Prerequisite: None*

#### **Credit Hours: 3**

This course provides the student with an understanding of the fundamental principles, methods, and procedures of Federal individual income tax. Topics will include filling requirement; gross income, adjusted gross income, deductions, gains & losses; and taxes and credits.

### **MGMT250 Project Management**

*Course Prerequisite: None*

#### **Credit Hours: 3**

The course explores the fundamentals of project management with a special focus on relevant resources, concepts, tools, and best practices. Students will gain knowledge of project management theories, by practicing the principles with the projects and assignments in the course.

### **MKTG135 Personal Selling**

*Course Prerequisite: MKTG110 Principles of Marketing*

#### **Credit Hours: 3**

This course focuses on developing and maintaining relationships with customers and management the sales process of finding, concerting, and keeping customers while achieving the organization's goals. Communication techniques, career planning, selling strategies and tactics, as well as sales duties, responsibilities are included.

### **MKTG140 Internet Marketing**

*Previous course info: BUSN140 Social Media Marketing*

*Course Prerequisite: None*

#### **Credit Hours: 3**

This course dovetails the Intro to Marketing course by offering a more in-depth look at how social media marketing strategies contribute to the overall marketing plan. Students will be exposed to marketing strategies within appropriate Social Media channels, including, but not limited to: Twitter, Facebook, Pinterest, and Instagram. Students will get an opportunity to practice Social Media marketing strategies through hands-on projects and assignments.

### **MKTG150 Marketing Research & Behavior**

*Course Prerequisite: MKTG110 Principles of Marketing*

#### **Credit Hours: 3**

This course is designed to help students understand the market research process. Course familiarizes students with concepts of research design implementation, and evaluation. Students will have a better understanding of how marketing research helps companies make decisions that strategically align with marketing mission goals and company mission.

### **MKTG160 Supply Chain Management and Logistics**

*Course Prerequisite: none*

**Credit Hours: 3**

A supply chain is comprised of all the parties involved in fulfilling a customer request. The course has strong emphasis on providing analytical skills, critical thinking, and managerial insights. The topics we will cover in this course could be grouped into four main modules: Supply chain strategy: strategic fit, network design, global dual sourcing; Managing supply chain risks: risk-sharing contracts, risk pooling, risk hedging; and Coordinating supply chain: sales & operations planning, bullwhip effect.

**ADV100 Advertising and Promotions**

*Previous course name: ADV100 Introduction to Advertising*

*Course Prerequisite: None*

**Credit Hours: 3**

Students study the principles of advertising in relation to the overall marketing process. The course includes an in-depth examination of all the major mass media used in the communication process and the development of an advertising plan, including situation analysis, advertising objectives, media strategies/ tactics and creative strategies/executions.

**MKTG130 Global Business Perspectives**

*Course Prerequisite: None*

**Credit Hours: 3**

This course is designed to develop administrative professional skills and attitudes needed in today's global business environment. Topics include communicating in a business environment, making ethical decisions, working independently and as a team member, and managing time. Course familiarizes students with concepts of corporate citizenship and sustainability by focusing on the scope and consequences of corporate decision making and its impact on its various constituencies in a global setting.

**PRDV110 Career Development**

*Course Prerequisite: None*

**Credit Hours: 3**

This course is a professional development course that focuses on aiding students in crafting their career paths, finding pertinent routes of support, and information for research. Students will gain a clearer understanding of vital resources, as well as craft their own materials in the pursuit of their career goals.

**EXT105 Externship**

*Course Prerequisite: 12 credit hours earned or academic waiver.*

*Prior to registering for the course, students must show satisfactory academic progress and sufficient mastery of program's theoretical concepts by successfully completing at least 12 semester credits related to the program's major. Externship Site Agreement must be signed by the externship site and the college, documenting the arrangement and criteria of the externship opportunity.*

**Credit Hours: 3**

Externship course is an off-campus experiential learning activity designed to provide students with opportunities to make connections between the theory and practice of academic study and the practical application of that study in a professional environment under the guidance of an instructor/and/or program director and externship supervisor. As an integral component of the academic program, the externship placement must align with the learning objectives of the program of study, providing the student with the opportunity to meet the program learning objectives through a supervised practical experience. The aim of the course is to facilitate the combination of classroom concepts with the application in the field.

**EXT110 Externship**

*Course Prerequisite: 12 credit hours earned or academic waiver.*

*Prior to registering for the course, students must show satisfactory academic progress and sufficient mastery of program's theoretical concepts by successfully completing at least 12 semester credits related to the program's*

major. Externship Site Agreement must be signed by the externship site and the college, documenting the arrangement and criteria of the externship opportunity.

**Credit Hours: 3**

As a continuation of EXT105, EXT110 course offers students the opportunity to enhance connection between the theory and practice of academic study and the practical application of that study in a professional environment under the guidance of an instructor/and/or program director and externship supervisor. The course activities are constructed to help students think intentionally about their experience, career goals, and professional development. As an integral component of the academic program, the externship placement must align with the learning objectives of the program of study, providing the student with the opportunity to meet the program learning objectives through a supervised practical experience. The aim of the course is to facilitate the combination of classroom concepts with the application in the field.

**Discontinued courses for Accounting, Business Administration, and Marketing Programs**

**CSIT110 Intermediate Excel**

*Course Prerequisite: None*

**Credit Hours: 3**

This course focuses on developing practical and technical skills. This is a hands-on introduction to spreadsheet concepts and Microsoft Excel. Students will complete training exercises as well as independently produced projects. Students will create formulas, add formatting attributes, create charts and templates, from multi workbooks. Additional skills coverage includes working with financial formulas and functions, managing workbooks, automating worksheet tasks. With the completion of this course students will be able to be Microsoft Excel specialist.

**CSIT130 QuickBooks II**

*Course Prerequisite: None*

**Credit Hours: 3**

Additional practice and proficiency in QuickBooks are the course's goal. Students will apply QuickBooks skills to a merchandising company. Other topics covered include preparing payroll, reconciling bank accounts and working with the numerous reports QuickBooks offers. Integrating QuickBooks with Excel, Word and online services will be presented.

**BUSN112 Organizational Theory and Behavior**

*Course Prerequisite: None*

**Credit Hours: 3**

This course focuses on both the theory and function of human behavior in a business context. Students will examine both qualitative and quantitative research, with a focus on a theoretical and empirical foundation of studies. The course takes students from studying the structural variations of the business in addressing the dynamic aspects of organizational behavior. The focus is placed on leadership, motivation, and communication. The studies are supplemented with a cultural and ethical perspective on organizational behavior.

**COMM130 Marketing Communications**

*Course Prerequisite: None*

**Credit Hours: 3**

This course's central focus is the communication principles of marketing strategies. Applying the knowledge of consumer behavior, students will employ marketing strategies in communicating with the customers. Emphasis will be placed on written communication, as well as written communication in a digital context.

**BUSN170 Fundamentals of Business Analysis**

*Course Prerequisite: None*

**Credit Hours: 3**

This course introduces students to the basic concepts of business analysis. Topics covered include the lifecycle of a business, formation and transformation requirements, basic analytical functions.

**PREL100 Introduction to Public Relation**

*Course Prerequisite: None*

**Credit Hours: 3**

This course introduces principles of public relations. Content includes practices, theories, ethics, issues, and problems, as well as integration of practical applications. Combining marketing fundamentals with PR principles to acquire sponsorship, organize and promote a special event, use the Internet, and handle crisis communication. Focus is on the expanded role of today's PR professional, including various components of integrated marketing.

**CPRL100 Copyright Law**

*Course Prerequisite: None*

**Credit Hours: 3**

This course covers marketing copyright in detail. Students will study the history of intellectual law in the United States, as well as international. Also, this course is an introduction to copyright law and American law in general. Topics covered include structure of federal law; basics of legal research and legal citations.

**EXT100 Externship**

*Course Prerequisite: 12 credit hours earned or academic waiver*

**Credit Hours: 3**

The externship course is an elective course for students who would like to have an opportunity to apply and integrate knowledge acquired through coursework. In clarifying and broadening career goals, the practical learning experience assists students in discovering, developing, and refining necessary competencies and skills for their proposed career objectives.

**EXT101 Externship for Accounting**

*Course Prerequisites: Complete 12 credit hours or receive academic waiver.*

**Credit Hours: 3**

The externship course is an elective course for students who would like to have the opportunity to apply and integrate knowledge acquired through coursework. In clarifying and broadening career goals, the practical learning experience assists students in discovering, developing, and refining necessary competencies and skills for their proposed career objectives.

**EXT102 Externship for Marketing**

*Course Prerequisite: Complete 12 credit hours or receive academic waiver.*

**Credit Hours: 3**

The externship course is an elective course for students who would like to have the opportunity to apply and integrate knowledge acquired through coursework. In clarifying and broadening career goals, the practical learning experience assists students in discovering, developing, and refining necessary competencies and skills for their proposed career objectives.

**MKTG155 New Media and Technology in Marketing**

*Course Prerequisite: MKTG110*

**Clock Hours: 45 Credit Hours: 3**

Course examines progress, potential and impact of the Internet, World Wide Web, and other forms of computing and telecommunications technology for online marketing of goods and service across a wide range of product categories. Content includes investigation of the Internet as a business tool to increase effectiveness, efficiency, competitiveness, and to create new business models. Students research current methods of online marketing, and then develop a site with marketing and maintenance plan for further development of business models and segments.

**MKTG120 Brand Marketing**

*Course Prerequisite: None*

**Credit Hours: 3**

Course emphasizes importance of brand identity in the integrated marketing communications strategy. Content includes how to build a “value-added” brand in today’s competitive marketplace; use of name, logo and corporate identity to create and market brand equity for a company. Students develop a brand building advertising plan incorporating traditional and new digital technologies.

## **ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY**

### **CST100 Software Quality Assurance Manual Testing**

#### ***Credit Hours: 3***

This course is designed to detail each level of software testing and answer the question of what software testing is. Emphasis is placed on testing throughout the Lifecycle. Additional topics include SDLC and testing process, creation of test plan, reading and decomposing requirement document, defect hunting and reporting, software methodologies (Waterfall vs. Agile).

### **CST101 Computer Concepts**

#### ***Credit Hours: 3***

This course introduces students to basic concepts of the networks, network types, software and hardware of the networks, and network classification along with local and global networks. The students will know the main network protocols and network devices and equipment.

### **CST106 Databases and SQL**

#### ***Credit Hours: 3***

This course introduces students to work with databases and tables. The emphasis is on installation and configuration for PostgreSQL server, selection data from few tables, advanced SQL.

### **CST102 Web Page Design**

#### ***Credit Hours: 3***

The objective of this course is to provide students with a basic knowledge of the theoretical foundations of human-computer interaction and an appreciation for human factors in software systems. Students will practice designing user-centered interfaces. In this course, students will learn HTML basic tag, images, links, lists, tables, Css basics, responsive design, twitter bootstrap and HTML forms.

### **CST107 Introduction to Java Programming I**

#### ***Credit Hours: 3***

This course is an introduction to using Java programming language. Students will learn the fundamentals of Java and focus on understanding the fundamental concepts of the object-oriented paradigm and its implementation into the Java Programming language. Emphasis is placed on Java Syntax, strings in Java, operators, precedence and associativity of operators, keywords and code organization, control looping, Nested loops, methods on arrays and multidimensional arrays.

### **CST108 Introduction to Java Programming II**

#### ***Credit Hours: 3***

This course is a sequent course of Introduction to Java Programming I course. It introduces students to methods and method overloading, OOP (Objects, classes), OOP (Constructors, encapsulation), inheritance, polymorphism, collections framework, interfaces and abstract methods, file input/output, recursion, enum types, advanced usage of IDEA and working with the SQL in Java (JDBS).

### **CST104 Software QA Testing**

#### ***Credit Hours: 3***

This course is designed to provide detailed ideas about test automation and technical issues that appear during test automation adoption in real-life projects. Emphasis is placed on Selenium Webdriver, terms and definitions. The students will dive into test frameworks and Web elements recognition and will understand additional possibilities of elements recognition, building tools, creating framework and framework architecture.

**CST105 IT Quality Assurance and Certifications*****Credit Hours: 3***

This course is designed to introduce frameworks, solutions details, and the IT standard conceptual model through insightful case studies that illustrate factors affecting the performance of business processes. By teaching students how to enhance process performance through IT standardization, this course demonstrates the effectiveness of IT standards and the applicable techniques for implementation and management of such practices. Additional information regarding relevant IT certifications and their impact on professional growth and development is provided.

**CST110 Business Analysis*****Credit Hours: 3***

This course introduces students to a career in business analysis. Topics include enterprise analysis, business architecture, feasibility studies, preparation of the business case, initial risk assessment, planning considerations, requirements packages structure, creation of a business domain model, analysis tasks, data and behavior models, requirements communication and creating a communication plan, managing requirements conflicts.

**CST112 Project Management*****Credit Hours: 3***

The course introduces students to the project management model. The students will know how to initiate the project, plan the project, execute the project, monitor and control the project, close the project. The students will be introduced to the concepts of integration management, scope management, schedule management, cost management, quality management, resources management, communications management, and risk management. Particular emphasis is on planning human resources and the systems requirements specification, project execution and quality assurance, and earned value management.

**CST109 Agile Scrum Master I*****Credit Hours: 3***

This course introduces students to Scrum concepts and principles, phases and processes, roles and organization in Scrum. Special attention is paid to business justification, quality, change in Scrum, risk, project vision meetings, use group meetings, sprint review meetings, retrospect sprint meetings, release planning meetings, and Scrum artifacts.

**CST111 Agile Scrum Master II*****Credit Hours: 3***

This course is a sequent course of Professional Scrum Master I (PSM I). The course focuses on scrum and agile, scrum roles and responsibilities, writing agile requirements, creating and managing the product backlog, estimating and prioritizing product backlog items, sprint planning and execution, sprint review and retrospectives, agile group dynamics, overcoming organizational impediments, maximizing value, and scaling fundamentals.

**CST113 Scrum Product Owner I*****Credit Hours: 3***

This course introduces students to the role of the product owner, growing and realizing the product vision, managing the product backlog, planning releases, PO patterns and anti-patterns, and getting started.

**CST114 Scrum Product Owner II*****Credit Hours: 3***

This course is a sequence course of Professional Scrum Product Owner I (PSPO I). The course introduces students to the vision and product strategy, value-driven development, agile product roadmaps, product portfolio management, product owner role, the product backlog, sprint meetings, user stories, product management, managing requirements, lean planning and managing products.

**EXT101 Programming Practicum**

*Course Prerequisites: Successful completion of 12 credits*

**Credit Hours: 3**

Externship experience provides students the opportunity to apply and integrate knowledge acquired through coursework. In clarifying and broadening career goals, the externship experience assists students in discovering, developing, and refining necessary competencies and skills for their proposed career objectives.

**QA SOFTWARE TESTING****CST104 Software QA Testing****Credit Hours: 3**

This course is designed to introduce students to the software development life cycle (SDLC) and particularly the software testing concepts including software quality factors, how quality is determined, why do we test software, what is a defect/bug, the multiple roles of a QA tester, scope of testing, when types of testing and testing life cycle? The course materials and lab practice are intended to provide students with basic understanding of the software testing process and insight into the role and responsibilities as a professional software tester.

**CST105 IT Quality Assurance and Certifications****Credit Hours: 3**

This course will prepare students to challenge the ISTQB Foundation certification.

**WEB DESIGN SPECIALIST****CST102 Web Page Design****Credit Hours: 3**

The objective of this course is to provide students with a basic knowledge of the theoretical foundations of human-computer interaction and an appreciation for human factors in software systems. Students will practice designing user-centered interfaces. In this course, students will learn HTML basic tags, images, links, lists, tables, CSS basics, responsive design, Twitter bootstrap, and HTML forms.

**CST103 Intro to Java Script****Credit Hours: 3**

This class introduces the JavaScript language, with a focus on advanced language features and client-side programming. Topics covered include basic syntax, object-oriented programming, closures, higher-order functions, the DOM, and AJAX.

**GENERAL EDUCATION COURSE DESCRIPTIONS****ENG114 English Composition I**

*Course Prerequisite: None*

**Credit Hours: 3**

This course provides students with rhetorical foundations that prepare them for the demands of academic and professional writing. Accordingly, class discussion and readings will address the function of rhetoric and of composing processes in a variety of contexts, with attention to various audiences. Throughout the course, while engaged in a diversity of composing endeavors, students will learn to respond constructively to their peers' texts and to use peer responses with extensive instructor feedback to improve the quality of their own work

**ENG115 Introduction to Speech Communication**

*Course Prerequisite: None*

**Credit Hours: 3**

This course will introduce interpersonal skills (perception, listening, verbal and nonverbal communication); public speaking (organization, delivery, and basic speech writing); and small group communication (leadership, assertiveness and listening) with emphasis is on the application of these basic concepts in the personal, academic and professional lives of students.

**SYC114 Introduction to Psychology**

*Course Prerequisite: None*

**Credit Hours: 3**

This is a general overview course focusing on the scientific study of both the behavioral and mental processes of human beings and animals. More specifically, we will be covering: a history of psychology and scientific thought, biological basis of behavior, research methodology, statistics, sensation and perception, states of consciousness, memory, language and intelligence, developmental psychology, personality, and learning.

**PHY101 Introduction to Physics**

*Course Prerequisite: None*

**Lecture Credit Hours: 3**

This course has a classroom lecture & theory component that is composed of two (2) credit hours, and a laboratory component that is composed of one (1) semester hour. The classroom lecture & theory component of the course provides a conceptual study of laws of motion, forces, energy and momentum, properties and states of matter, heat and thermodynamics, wave motion, sound light, and electricity and magnetism. This course's coverage includes systems of units, scientific method, scientific mathematics (including basic trigonometric functions), vectors, friction, forces, and translational equilibrium, torques and rotational equilibrium, uniformly accelerated motion, Newton's Laws, work, energy, power. The laboratory component emphasizes conducting laboratory experiments to enhance problem-solving and critical thinking skills including description, organization, analysis, summarization (report writing), and criticism in accordance with the scientific method.

**HUM115 Introduction to Humanities**

*Course Prerequisite: None*

**Credit Hours: 3**

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society.

**MTH113 General Education Mathematics**

*Course Prerequisite: None*

**Credit Hours: 3**

This course focuses on mathematical reasoning and solving real-life problems. Three topics are to be studied in depth, chosen from the following list: counting techniques and probability, game theory, geometry, graph theory, linear programming, logic/set theory, and statistics. Mathematical modeling must be integrated into any combination of topics selected. Applications involving problem-solving skills are emphasized throughout the course.

**BIO101 Introduction to Biology**

*Course Prerequisite: None*

**Credit Hours: 3**

An introduction to the principles and fundamental concepts in Biology of how they relate to living organisms. Topics include: Structure of DNA, DNA replication, Central Dogma, and Mendelian genetics. The course has a lab component and will emphasize topics covered in lecture.



# Tuition and Fees Breakdown

## ADMINISTRATIVE FEES

The college reserves the right to revise any administrative fees without notice, except for tuition and fees defined in the student's Enrollment Agreement. The administrative fees are generally non-refundable unless specified otherwise. Any refunds of administrative fees will be applied directly towards student's open balance if any. If the refund results in a credit balance on the student's account, the refund will be issued to the student in the same form of payment. Students may be held responsible for damage to facility, equipment or any other MCC property and will be required to pay any charges or fees associated with the services, repairs and/or replacements.

Application fee for F-1 transfer students	\$100
Late registration fee for VESL/ESL programs	\$100
COS processing fee for F-1 applicants	\$500
Reinstatement processing fee for F-1 applicants	\$200
Abroad application processing fee for F-1 applicants	\$250
Late payment fee	\$100
Incoming wire fee (domestic/international)	\$15
Externship placement fee for allied health programs with optional externship course	\$150 per course effective 2/1/2019
Externship extension fee (monthly)	\$250
CPR Exam fee (includes CPR book)	\$60
Student ID card replacement fee	\$15
Building key card replacement fee	\$50
Graduation fee	\$75
Certificate of Completion (COC) copy/replacement fee (per copy)	\$45
Transcript request fee (per copy)	\$10
Urgent transcript/COC request fee	Additional \$25
Returned check/check reissuance/failed transaction/cancelled transaction	\$35
Refund or reimbursement check reissuance or cancellation	\$35
Criminal background check fee	\$20
Payment Plan Fee	\$100
Uniform Scrub Set	\$36
Uniform Exchange Fee	\$10
Online Accuplacer Placement Test	\$25
Replacement 1098T	\$10

## EXTERNAL FEES

External fees are outside of the College control and may change without warning or the college's knowledge.

## GENERAL EDUCATION COURSES COST PER CREDIT FOR MCC GRADUATES

MCC graduates who wish to take select General Education classes after completing a certificate or associate level program at MCC will be charged \$250 per credit hour. The discount does not apply to students who completed ESL or VESL programs.

## ASSOCIATE-LEVEL PROGRAMS

(alphabetical list)

### ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING

Non-Refundable Application fee: \$60

#### Tuition per term:

FT 12+ credits: \$2,800

PT 11-6 credits: \$2,200

PT 5 or fewer credits: \$290 per attempted credit

**Externship Elective Course Discount:** Students choosing to take an externship elective in addition to full time enrollment (12+ credits) in any term, and PT active students choosing to take externship elective in the optional Spring/Summer term, will be charged a discounted rate of \$150 per externship course.

#### Estimated program book cost:

Option 1: \$240-\$420 (Cengage Unlimited E-books)

Option 2: \$4,588 (hard copies)

### ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

Non-Refundable Application fee: \$60

#### Tuition per term:

FT 12+ credits: \$2,800

PT 11-6 credits: \$2,200

PT 5 or fewer credits: \$290 per attempted credit

**Externship Elective Course Discount:** Students choosing to take an externship elective in addition to full time enrollment (12+ credits) in any term, and PT active students choosing to take externship elective in the optional Spring/Summer term, will be charged a discounted rate of \$150 per externship course.

#### Estimated program book cost:

Option 1: \$240-\$420 (Cengage Unlimited E-books)

Option 2: \$4,238 (hard copies)

### ASSOCIATE OF APPLIED SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY

Non-Refundable Application fee: \$60

#### Tuition per term:

FT 12+ credits: \$7,900

PT 11-9 credits: \$7,200

PT 8-6 credits: \$6,500

PT 5 or fewer credits: \$690 per attempted credit

#### Estimated program book cost:

Option 1: \$939 (Cengage Unlimited E-books, 2-year access \$240 and hard copies \$699)

Option 2: \$2,097 (all hard copies)

#### Additional out-of-pocket program costs:

Additional out-of-pocket program costs may be incurred. Additional external fees are not paid directly to Midwestern Career College (MCC). All costs are estimated, and prices are subject to change without notice or

MCC's knowledge. Examples include but are not limited to the fees to cover the cost of vaccination, drug screening, physical exam, and additional background check, among others that may be applicable. Estimates below do not include costs for travel to and from school and clinical education site, site-specific vaccination and drug screening requirements, site-specific uniform costs, or any other additional costs imposed by clinical sites, certification, and/or credentialing agencies, among others. Students should also refer to the catalog and their enrollment agreement for more information on program specific and/or administrative fees.

**Estimated additional fees:**

Malpractice Insurance: \$40

Cost of physical exam varies

Cost of immunizations varies

Criminal background check: \$20

CPR training: \$60

ARDMS Sonography Principles and Instrumentation (SPI): \$225

ARDMS Registered Diagnostic Medical Sonographer (RDMS) Specialty - Abdomen (AB): \$250

ARRT Sonography (S): \$200

**ASSOCIATE OF APPLIED SCIENCE IN DIAGNOSTIC MEDICAL IMAGING RADIOGRAPHY**

**Non-Refundable Application fee: \$60**

**Tuition per term (not including externship/clinical tuition):**

FT 12+ credits: \$7,900

PT 9-11 credits: \$7,200

PT 6-8 credits: \$6,500

PT 5 or fewer credits: \$690 per attempted credit

**Externship (clinical) tuition: \$7,800**

\$2,600 per 270-hour course with 810 on-site clinical hours total (3 clinical courses) required for the program completion.

Externship/clinical tuition charges are applied in the term in which clinical course(s) are scheduled. Clinical courses 1, 2, and 3 are typically scheduled and charged in Terms 3, 4, and 5 respectively. However, clinical scheduling rules dictate that the credit load of a clinical course must be assigned in the term where most clinical hours are accumulated. This stipulation along with clinical site availability may result in more than one clinical course scheduled in any term. Whenever two clinical courses are scheduled in one term, the charges for one of the courses will be shifted to the following term.

Under normal circumstances, tuition charges plus externship/clinical course(s) charges will not exceed a combined charge of \$7,900 in any single term, unless additional didactic courses are scheduled due to course repeats, retakes, etc..

**Estimated program book costs:**

Option 1: \$1,364.00 (Cengage Unlimited E-books ,2-year access \$240.00, library database for two (2) book titles, and hard copies \$1,124.00)

Option 2: \$1,585.00 (Cengage Unlimited E-books ,2-year access \$240.00, and hard copies \$1,345.00)

Option 3: \$3,012 (hard copies)

**Estimated dosimetry badge fee: \$100**

Students participating in clinical externship as part of the AAS in Diagnostic Medical Imaging Radiography program may be required to wear dosimetry badges whenever on site. MCC will issue the badges to students as needed, but the students are responsible for covering the costs for the duration of the clinical assignment. The fee is estimated and is subject to change.

**Additional out-of-pocket program costs:**

Additional out-of-pocket program costs may be incurred. Additional external fees are not paid directly to Midwestern Career College (MCC). All costs are estimated, and prices are subject to change without notice or MCC's knowledge. Examples include, but are not limited to the fees to cover the cost of vaccination, drug screening, physical exam, and additional background check, among others that may be applicable. Estimates below do not include costs for travel to and from school and clinical education site, site-specific vaccination and drug screening requirements, site-specific uniform costs, or any other additional costs imposed by clinical sites, certification, and/or credentialing agencies among others. Students should also refer to the catalog and their enrollment agreement for more information on program specific and/or administrative fees.

**Estimated additional fees:**

Malpractice Insurance: \$40  
Cost of physical exam: varies  
Cost of immunizations: varies  
Criminal background check: \$20\*  
CPR training: \$60\*  
Xray markers: \$20  
ARRT Radiography (R): \$200\*  
Illinois Emergency Management Agency (IEMA) License: \$120\*

**ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY**

**Non-Refundable Application fee:** \$60

**Tuition per term:**

FT 12+ credits: \$7,900  
PT 9-11 credits: \$7,200  
PT 6-8 credits: \$6,500  
PT 5 or fewer credits: \$690 per attempted credit

**Estimated program book cost:** paid by MCC

**Technology fee:** \$250 per term

**ASSOCIATE OF APPLIED SCIENCE IN MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGY**

**Non-Refundable Application fee:** \$60

**Tuition per term:**

FT 12+ credits: \$7,900  
PT 11-9 credits: \$7,200  
PT 8-6 credits: \$6,500  
PT 5 or fewer credits: \$690 per attempted credit

**Externship (clinical): \$6,900**

\$2,300 per 270-hour course with 810 on-site clinical hours total (3 clinical courses) required for the program completion.

Tuition fee for each externship course will be applied to the term in which most of the training hours occur, even if starting and ending dates of that externship course do not exactly align with term dates and/or overlap with another term.

**Estimated program book cost:**

Option 1: \$301 (Cengage Unlimited E-books, 2-year access \$240.00, free library e-books and one optional hard copy for \$61)

Option 2: \$2,060 (hard copies)

**Additional out-of-pocket program costs:**

Additional out-of-pocket program costs may be incurred. Additional external fees are not paid directly to Midwestern Career College (MCC). All costs are estimated, and prices are subject to change without notice or MCC's knowledge. Examples include but are not limited to the fees to cover the cost of vaccination, drug screening, physical exam, and additional background check, among others that may be applicable. Estimates below do not include costs for travel to and from school and clinical education site, site-specific vaccination and drug screening requirements, site-specific uniform costs, or any other additional costs imposed by clinical sites, certification, and/or credentialing agencies, among others. Students should also refer to the catalog and their enrollment agreement for more information on program specific and/or administrative fees.

**Estimated additional fees:**

Malpractice Insurance: \$40

Cost of physical exam varies

Cost of immunizations varies

Criminal background check: \$20

CPR training: \$60

ARRT Magnetic Resonance Imaging (MRI): \$200

ARMRIT Magnetic Resonance Imaging (MRI): \$300

NCCT National Certified Phlebotomy Technician (NCPT): \$90

AMT Registered Phlebotomy Technician (RPT): \$120 (Requires additional 25 (total of 50) venipuncture and 10 skin punctures)

**ASSOCIATE OF APPLIED SCIENCE IN MARKETING**

Non-Refundable Application fee: \$60

**Tuition per term:**

FT 12+ credits: \$2,800

PT 11-6 credits: \$2,200

PT 5 or fewer credits: \$290 per attempted credit

**Externship Elective Course Discount:** Students choosing to take an externship elective in addition to full time enrollment (12+ credits) in any term, and PT active students choosing to take externship elective in the optional Spring/Summer term, will be charged a discounted rate of \$150 per externship course.

**Estimated program book cost:**

Option 1: \$240-\$420 (Cengage Unlimited E-books)

Option 2: \$4,027 (hard copies)

**ASSOCIATE OF APPLIED SCIENCE IN NON-INVASIVE CARDIOVASCULAR SONOGRAPHY**

Non-Refundable Application fee: \$60

**Tuition per term:**

FT 12+ credits: \$7,250

PT 11-9 credits: \$6,600

PT 8-6 credits: \$6,000

PT 5 or fewer credits: \$660 per attempted credit

**Estimated program book cost:**

Option 1: \$708.00 (Cengage Unlimited E-books ,2-year access \$240.00, and hard copies \$468.00)

Option 2: \$1,860.00 (hard copies)

**Additional out-of-pocket program costs:**

Additional out-of-pocket program costs may be incurred. Additional external fees are not paid directly to Midwestern Career College (MCC). All costs are estimated, and prices are subject to change without notice or MCC's knowledge. Examples include, but are not limited to the fees to cover the cost of vaccination, drug screening, physical exam, and additional background check, among others that may be applicable. Estimates below do not include costs for travel to and from school and clinical education site, site-specific vaccination and drug screening requirements, site-specific uniform costs, or any other additional costs imposed by clinical sites, certification, and/or credentialing agencies among others. Students should also refer to the catalog and their enrollment agreement for more information on program specific and/or administrative fees.

**Estimated additional fees:**

Malpractice Insurance: \$40  
Cost of physical exam varies  
Cost of immunizations varies  
Criminal background check: \$20  
CPR training: \$60  
ARDMS Sonography Principles and Instrumentation (SPI): \$225  
ARDMS Registered Diagnostic Cardiac Sonographer (RDCS) Specialty - Adult Echocardiography (AE): \$250  
CCI Certified Cardiographic Technician (CCT): \$175  
CCI Registered Cardiac Sonographer (RCS): \$365

**ASSOCIATE OF APPLIED SCIENCE IN SURGICAL TECHNOLOGY**

Non-Refundable Application fee: \$60

**Tuition per term:**

FT 12+ credits: \$7,250  
PT 11-9 credits: \$6,600  
PT 8-6 credits: \$6,000  
PT 5 or fewer credits: \$660 per attempted credit

**Estimated program book cost:**

Option 1: \$375 (Cengage Unlimited E-books, 2-year access \$240 and hard copies \$75)  
Option 2: \$2,814 (hard copies)

**Additional out-of-pocket program costs:**

Additional out-of-pocket program costs may be incurred. Additional external fees are not paid directly to Midwestern Career College (MCC). All costs are estimated, and prices are subject to change without notice or MCC's knowledge. Examples include but are not limited to the fees to cover the cost of vaccination, drug screening, physical exam, and additional background check, among others that may be applicable. Estimates below do not include costs for travel to and from school and clinical education site, site-specific vaccination and drug screening requirements, site-specific uniform costs, or any other additional costs imposed by clinical sites, certification, and/or credentialing agencies, among others. Students should also refer to the catalog and their enrollment agreement for more information on program specific and/or administrative fees.

**Estimated additional fees:**

Malpractice Insurance: \$40  
Cost of physical exam varies  
Cost of immunizations varies  
Criminal background check: \$20  
CPR training: \$60  
Trajecys clinical software access: \$75 (up to 4 months) \*  
CBSPD Certified Sterile Processing and Distribution Technician (CSPDT): \$125

AST Certified Surgical Technologists (CST) exam: \$190 for AST members, \$290 for non-members  
AST Gold Bundle: \$247.00 (includes 1 year of AST membership, CST Exam, and review book) \*\*

**\*Trajecys clinical software access:**

Four (4) months of free access to Trajecys clinical software are provided to Surgical Technology students cleared for externship/clinical placement. Students are responsible for software costs beyond four (4) months of access.

**\*\*AST Gold Bundle:**

The package includes the cost of one year of AST membership, the cost of National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologists (CST) exam, and the CST Exam review textbook. MCC will cover the cost of AST Gold Bundle membership package for Surgical Technology students who are in good academic, financial, and conduct standing with the college at the time of membership application. Typically, the college will apply for AST membership for the Surgical Technology students during the 3rd term of their associate program.

## **CERTIFICATE-LEVEL PROGRAMS**

**(alphabetical list)**

### **CLINICAL MEDICAL ASSISTING**

Non-Refundable Application fee: \$20

#### **Tuition per term (Terms 1-2):**

FT 12+ credits: \$5,800

PT 11-9 credits: \$5,350

PT 8-6 credits: \$4,800

PT 5 or fewer credits: \$480 per attempted credits

#### **Tuition per term (Term 3):**

FT 12+ credits: \$5,300

PT 11-9 credits: \$4,800

PT 8-6 credits: \$4,300

PT 5 or fewer credits: \$480 per attempted credits

#### **Estimated program book cost:**

Option 1: \$0 E-books are available through MCC's Education Unlimited Program.

Option 2: \$1091 (hard copies)

**Education Unlimited Program:** as part of MCC's Education Unlimited Program, Clinical Medical Assisting students can receive free 1-year access to e-books and a new Dell or HP laptop to keep, provided they graduate from the program.

If a student already owns a laptop, they can choose to receive 1-year e-book access with \$100 credit towards 2nd term tuition and opt out of receiving a laptop. The laptops are typically issued 30 days after the program start date. If a student withdraws from the program for any reason, the laptop must be returned in like-new condition or the student's account will be charged with \$300 fee.

#### **Additional out-of-pocket program costs:**

Additional out-of-pocket program costs may be incurred. Additional external fees are not paid directly to Midwestern Career College (MCC). All costs are estimated, and prices are subject to change without notice or MCC's knowledge. Examples include but are not limited to the fees to cover the cost of vaccination, drug screening, physical exam, and additional background check, among others that may be applicable.

Estimates below do not include costs for travel to and from school and clinical education site, site specific vaccination and drug screening requirements, site-specific uniform costs, or any other additional costs imposed by clinical sites, certification, and/or credentialing agencies, among others.

Students should also refer to the catalog and their enrollment agreement for more information on program specific and/or administrative fees.

#### **Estimated additional fees:**

Malpractice Insurance: \$40

Cost of physical exam varies

Cost of immunizations varies

Criminal background check: \$20

Stethoscope: \$20

Blood pressure cuff: \$40

CPR training: \$60

NCCT National Certified Phlebotomy Technician (NCPT): \$90

NCCT National Certified ECG Technician (NCET): \$90



NCCT National Certified Medical Assistant (NCMA): \$90  
AMT Registered Phlebotomy Technician (RPT): \$120 (Requires additional 25 (total of 50) venipuncture and 10 skin punctures)  
AMT Registered Medical Assistant (RMA): \$120  
CMA American Association of Medical Assistants (AAMA): \$125 AAMA Members; \$250 nonmembers  
NHA Certified EKG Technical (CET): \$117  
NHA Certified Phlebotomy Technician (CPT): \$117  
NHA Medical Assistant (CCMA): \$155

### **DENTAL ASSISTING**

Non-Refundable Application fee: \$20

#### **Tuition per term (Terms 1-2):**

FT 12+ credits: \$6,750  
PT 11-9 credits: \$6,200  
PT 8-6 credits: \$5,700  
PT 5 or fewer credits: \$690 per attempted credit.

#### **Tuition per term (Term 3):**

FT 12+ credits: \$5,300  
PT 11-9 credits: \$5,000  
PT 8-6 credits: \$4,700  
PT 5 or fewer credits: \$690 per attempted credit.

#### **Estimated program book cost:**

Option 1: \$439 (Cengage Unlimited E-books, 2-year access \$240 and hard copies \$199)  
Option 2: \$2,033 (hard copies)

#### **Estimated dosimetry badge fee: \$60**

Students participating in clinical externship as part of the Dental Assisting program may be required to wear dosimetry badges whenever on site. MCC will issue the badges to students as needed, but the students are responsible for covering the costs for the duration of the clinical assignment. The fee is estimated and is subject to change.

#### **Additional out-of-pocket program costs:**

Additional out-of-pocket program costs may be incurred. Additional external fees are not paid directly to Midwestern Career College (MCC). All costs are estimated, and prices are subject to change without notice or MCC's knowledge. Examples include but are not limited to the fees to cover the cost of vaccination, drug screening, physical exam, and additional background check, among others that may be applicable. Estimates below do not include costs for travel to and from school and clinical education site, site specific vaccination and drug screening requirements, site-specific uniform costs, or any other additional costs imposed by clinical sites, certification, and/or credentialing agencies, among others. Students should also refer to the catalog and their enrollment agreement for more information on program specific and/or administrative fees.

#### **Estimated additional fees:**

Malpractice Insurance: \$40  
Cost of physical exam varies  
Cost of immunizations varies  
Criminal background check: \$20  
CPR training: \$60  
AMT Registered Dental Assistant (RDA) exam: \$120

## **DIALYSIS TECHNOLOGIST TRAINING PROGRAM**

Non-Refundable Application fee: \$20

### **Tuition per term:**

FT 12+ credits: \$5,800

PT 11-9 credits: \$5,350

PT 8-6 credits: \$4,800

PT 5 or fewer credits: \$480 per attempted credits

### **Estimated program book cost**

Option 1: \$0 E-books and one hard copy textbook are available through MCC's Education Unlimited Program. See details below.

Option 2: \$590 (hard copies)

**Education Unlimited Program:** as part of MCC's Education Unlimited Program, Dialysis Technologist Training Program students can receive free 1-year access to e-books (estimated \$180 value), a core curriculum hard copy textbook, and a new Dell or HP laptop to keep, provided they graduate from the program.

If a student already owns a laptop, they can choose to receive 1-year e-book access with \$100 credit towards 2nd term tuition and opt out of receiving a laptop. The laptops are typically issued 30 days after the program start date. If a student withdraws from the program for any reason, the laptop must be returned in like-new condition or the student's account will be charged with \$300 fee.

**Optional Externship:** \$150 for 220-hour course.

### **Additional out-of-pocket program costs:**

Additional out-of-pocket program costs may be incurred. Additional external fees are not paid directly to Midwestern Career College (MCC). All costs are estimated, and prices are subject to change without notice or MCC's knowledge. Examples include but are not limited to the fees to cover the cost of vaccination, drug screening, physical exam, and additional background check, among others that may be applicable. Estimates below do not include costs for travel to and from school and clinical education site, site-specific vaccination and drug screening requirements, site-specific uniform costs, or any other additional costs imposed by clinical sites, certification, and/or credentialing agencies among others. Students should also refer to the catalog and their enrollment agreement for more information on program specific and/or administrative fees.

### **Estimated additional fees:**

Malpractice Insurance: \$40

Cost of physical exam varies

Cost of immunizations varies

Criminal background check: \$20

CPR training: \$60

BONENT Certified Hemodialysis Technologist/Technician (CHT): \$225

NCCT National Certified Phlebotomy Technician (NCPT): \$90

AMT Registered Phlebotomy Technician (RPT): \$120 (Requires additional 25 (total of 50) venipuncture and 10 skin punctures)

## **ELECTRONEURODIAGNOSTIC (END) TECHNOLOGIST**

Non-Refundable Application fee: \$60

### **Tuition per term (Term 1-2):**

FT 12+ credits: \$6,500

PT 11-9 credits: \$5,900

PT 8-6 credits: \$5,300

PT 5 or fewer credits: \$540 per attempted credit

**Externship (clinical): \$5,900**

\$2,950 per 275-hour course with 550 clinical hours (2 clinical courses) required for the program completion. Tuition fee for each externship course will be applied to the term in which most of the training hours occur, even if starting and ending dates of that externship course do not exactly align with term dates and/or overlap with another term.

**Estimated program book cost:**

Option 1: \$355 (hard copies)

Option 2: \$340 (hard copy \$180.00 and LWW E-book \$160.00)

Option 3: \$0 E-books available through LRC databases free of charge

Technology fee: \$250 per term (Terms 1-2)

**Additional out-of-pocket program costs:**

Additional out-of-pocket program costs may be incurred. Additional external fees are not paid directly to Midwestern Career College (MCC). All costs are estimated, and prices are subject to change without notice or MCC's knowledge. Examples include but are not limited to the fees to cover the cost of vaccination, drug screening, physical exam, and additional background check, among others that may be applicable. Estimates below do not include costs for travel to and from school and clinical education site, site-specific vaccination and drug screening requirements, site-specific uniform costs, or any other additional costs imposed by clinical sites, certification, and/or credentialing agencies among others. Students should also refer to the catalog and their enrollment agreement for more information on program specific and/or administrative fees.

**Estimated additional fees:**

Malpractice Insurance: \$40

Cost of physical exam varies

Cost of immunizations varies

Criminal background check: \$20

CPR training: \$60

ABRET Registration of Electroencephalograph Technologists (R. EEG T.): \$700

**ENGLISH AS A SECOND LANGUAGE****Program tuition:**

\$1,500 per term

**Program book cost (estimated):**

\$180-200 per term paid by MCC

**Technology Fee:** \$90 per term

**ENGLISH FOR ACADEMIC PURPOSES****Program tuition:**

\$1,500 per term

**Program book cost (estimated):**

\$180-200 per term paid by MCC

**Technology Fee:** \$90 per term

**ENGLISH FOR HEALTHCARE****Program tuition:**

\$1,500 per term

**Program book cost (estimated):** \$180-200 paid by MCC

**Technology Fee:** \$90

**MEDICAL ASSISTING**

Non-Refundable Application fee: \$20

**Tuition per term:**

FT 12+ credits: \$5,800

PT 11-9 credits: \$5,350

PT 8-6 credits: \$4,800

PT 5 or fewer credits: \$480 per attempted credits

**Estimated program book cost (paid by MCC)**

Option 1: \$0 E-books are available through MCC's Education Unlimited Program. See details below.

Option 2: \$1091 (hard copies)

**Education Unlimited Program:** as part of MCC's Education Unlimited Program, Medical Assisting students can receive free 1-year access to e-books and a new Dell or HP laptop to keep, provided they graduate from the program.

If a student already owns a laptop, they can choose to receive 1-year e-book access with \$100 credit towards 2nd term tuition and opt out of receiving a laptop. The laptops are typically issued 30 days after the program start date. If a student withdraws from the program for any reason, the laptop must be returned in like-new condition or the student's account will be charged with \$300 fee.

**Additional out-of-pocket program costs:**

Additional out-of-pocket program costs may be incurred. Additional external fees are not paid directly to Midwestern Career College (MCC). All costs are estimated, and prices are subject to change without notice or MCC's knowledge. Examples include but are not limited to the fees to cover the cost of vaccination, drug screening, physical exam, and additional background check, among others that may be applicable. Estimates below do not include costs for travel to and from school and clinical education site, site-specific vaccination and drug screening requirements, site-specific uniform costs, or any other additional costs imposed by clinical sites, certification, and/or credentialing agencies, among others. Students should also refer to the catalog and their enrollment agreement for more information on program specific and/or administrative fees.

**Estimated additional fees:**

Malpractice Insurance: \$40

Cost of physical exam varies

Cost of immunizations varies

Criminal background check: \$20

Stethoscope: \$20

Blood pressure cuff: \$40

CPR training: \$60

NCCT National Certified Phlebotomy Technician (NCPT): \$90

NCCT National Certified ECG Technician (NCET): \$90

NCCT National Certified Medical Assistant (NCMA): \$90

AMT Registered Phlebotomy Technician (RPT): \$120 (Requires additional 25 (total of 50) venipuncture and 10 skin punctures)

NHA Certified EKG Technician (CET): \$117

NHA Certified Phlebotomy Technician (CPT): \$117

**PHLEBOTOMY TECHNICIAN**

Non-Refundable Application fee: \$20

**Tuition fee:** \$1,990

**Estimated program book cost (paid by MCC):** \$90

**Technology Fee:** \$50

**Additional out-of-pocket program costs:**

Additional out-of-pocket program costs may be incurred. Additional external fees are not paid directly to Midwestern Career College (MCC). All costs are estimated, and prices are subject to change without notice or MCC's knowledge. Examples include but are not limited to the fees to cover the cost of vaccination, drug screening, physical exam, and additional background check, among others that may be applicable. Estimates below do not include costs for travel to and from school and clinical education site, site-specific vaccination and drug screening requirements, site-specific uniform costs, or any other additional costs imposed by clinical sites, certification, and/or credentialing agencies among others. Students should also refer to the catalog and their enrollment agreement for more information on program specific and/or administrative fees.

**Estimated additional fees:**

Malpractice Insurance: \$40

Cost of physical exam varies

Cost of immunizations varies

Criminal background check: \$20

CPR training: \$60

NCCT National Certified Phlebotomy Technician (NCPT): \$90

AMT Registered Phlebotomy Technician (RPT): \$120 (Requires additional 25 (total of 50) venipuncture and 10 skin punctures)

**PROFESSIONAL ENGLISH****Program tuition:**

\$1,500 per term

**Program book cost (estimated):**

\$180-200 per term paid by MCC

**Technology Fee:** \$90 per term

**STERILE PROCESSING**

Non-Refundable Application fee: \$20

**Tuition per term:**

FT 12+ credits: \$5,800

PT 11-9 credits: \$5,350

PT 8-6 credits: \$4,800

PT 5 or fewer credits: \$480 per attempted credits

**Estimated program book cost (paid by MCC):** \$180

**Education Unlimited Program:** as part of MCC's Education Unlimited Program, Sterile Processing students can receive free 1-year access to e-books and a new Dell or HP laptop to keep, provided they graduate from the program.

If a student already owns a laptop, they can choose to receive 1-year e-book access with \$100 credit towards 2nd term tuition and opt out of receiving a laptop. The laptops are typically issued 30 days after the program start date.

If a student withdraws from the program for any reason, the laptop must be returned in like-new condition or the student's account will be charged with \$300 fee.

**Additional out-of-pocket program costs:**

Additional out-of-pocket program costs may be incurred. Additional external fees are not paid directly to Midwestern Career College (MCC). All costs are estimated, and prices are subject to change without notice or MCC's knowledge. Examples include but are not limited to the fees to cover the cost of vaccination, drug screening, physical exam, and additional background check, among others that may be applicable.

Estimates below do not include costs for travel to and from school and clinical education site, site specific vaccination and drug screening requirements, site-specific uniform costs, or any other additional costs imposed by clinical sites, certification, and/or credentialing agencies, among others.

Students should also refer to the catalog and their enrollment agreement for more information on program specific and/or administrative fees.

**Estimated additional fees:**

Malpractice Insurance: \$40

Cost of physical exam varies

Cost of immunizations varies

Criminal background check: \$20

CPR training: \$60

CBSPD Certified Sterile Processing and Distribution Technician (CSPDT): \$125

**QA SOFTWARE TESTING**

Non-Refundable Application fee: \$20

**Program Tuition:** \$3,750

**Estimated program book cost:** paid by MCC

**VOCATIONAL ENGLISH AS A SECOND LANGUAGE**

**Program tuition:**

\$1,500 per term

**Program book cost (estimated):**

\$180-200 per term paid by MCC

**Technology Fee:** \$90 per term

**WEB DESIGN SPECIALIST**

Non-Refundable Application fee: \$20

**Program Tuition:** \$2,450

**Estimated program book cost:** paid by MCC

# Institutional Disclosures Reporting Table

Institution Name: Midwestern Career College July 1, 2019 - June 30, 2020						
<i>The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.</i>						
Disclosure Reporting Category	Program Name	Dialysis Technologist Training Program	Electroneurodiagnostic (END) Technologist	English as a Second Language	Medical Assisting	Vocational English as a Second Language
	CIP*	51.1011	51.0903	32.0109	51.0801	32.0109
	SOC*	29-2099.00	29-2099.01	N/A	31-9092.00	N/A
<b>A) For each program of study, report:</b>						
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.						
		46	14	128	100	202
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
	a) New starts	31	19	109	146	69
	b) Re-enrollments	0	0	1	0	7
	c) Transfers into the program from other programs at the school	0	0	5	1	9
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).						
		77	33	243	247	287
<b>4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:</b>						
	a) Transferred out of the program or course and into another program or course at the	0	1	25	0	123
	b) Completed or graduated from a program or course of instruction	51	11	58	116	0
	c) Withdrew from the school	11	2	57	31	57
	d) Are still enrolled	15	19	103	100	107
<b>5) The number of students enrolled in the program or course of instruction who were:</b>						
	a) Placed in their field of study	24	9	N/A	76	N/A
	b) Placed in a related field	6	0	N/A	6	N/A
	c) Placed out of the field	7	1	N/A	8	N/A
	d) Not available for placement due to personal reasons	5	0	N/A	5	N/A
	e) Not employed	9	1	N/A	21	N/A
<b>B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.</b>						
		5	1	N/A	9	N/A
<b>B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.</b>						
		3	1	N/A	6	N/A
<b>C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.</b>						
		7	4	N/A	47	N/A
<b>D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.</b>						
		\$33,348	\$44,657	N/A	\$34,066	N/A

See next page for the Institutional Disclosure Reporting Table continued.

Institutional Disclosure Reporting Table continued.

Disclosure Reporting Category	Program Name	English for Academic Purposes	English for Healthcare	English Skills for Success	Integrated Communication Skills in English	Interpersonal Communication in the United States
	CIP*	32.0109	32.0109	32.0109	32.0109	32.0109
	SOC*	N/A	N/A	N/A	N/A	N/A
<b>A) For each program of study, report:</b>						
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		0	0	0	0	0
<b>2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:</b>						
a) New starts		7	23	1	0	2
b) Re-enrollments		0	6	0	1	0
c) Transfers into the program from other programs at the school		10	10	12	14	16
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		17	39	13	15	18
<b>4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:</b>						
a) Transferred out of the program or course and into another program or course at the		0	0	0	0	0
b) Completed or graduated from a program or course of instruction		0	10	12	15	16
c) Withdrew from the school		1	0	0	0	2
d) Are still enrolled		16	29	1	0	0
<b>5) The number of students enrolled in the program or course of instruction who were:</b>						
a) Placed in their field of study		N/A	N/A	N/A	N/A	N/A
b) Placed in a related field		N/A	N/A	N/A	N/A	N/A
c) Placed out of the field		N/A	N/A	N/A	N/A	N/A
d) Not available for placement due to personal reasons		N/A	N/A	N/A	N/A	N/A
e) Not employed		N/A	N/A	N/A	N/A	N/A
<b>B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.</b>						
		N/A	N/A	N/A	N/A	N/A
<b>B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.</b>						
		N/A	N/A	N/A	N/A	N/A
<b>C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.</b>						
		N/A	N/A	N/A	N/A	N/A
<b>D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.</b>						
		N/A	N/A	N/A	N/A	N/A

See next page for the Institutional Disclosure Reporting Table continued.



Institutional Disclosure Reporting Table continued.

Program Name	Presentation Skills for English Language Learners	Professional English (180 hours/12 credits)	Professional English (540 hours/36 credits)	Workplace Writing for English Language Learners	Phlebotomy Technician
<b>Disclosure Reporting Category</b>	CIP*	32.0109	32.0109	32.0109	51.1009
	SOC*	N/A	N/A	N/A	31-9097
<b>A) For each program of study, report:</b>					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.					
	0	0	0	0	0
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts	2	9	0	1	0
b) Re-enrollments	1	5	0	0	0
c) Transfers into the program from other programs at the school	16	13	0	2	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).					
	19	27	0	3	0
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the	0	1	0	0	0
b) Completed or graduated from a program or course of instruction	19	24	0	2	0
c) Withdrew from the school	0	2	0	0	0
d) Are still enrolled	0	0	0	1	0
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	N/A	N/A	N/A	N/A	0
b) Placed in a related field	N/A	N/A	N/A	N/A	0
c) Placed out of the field	N/A	N/A	N/A	N/A	0
d) Not available for placement due to personal reasons	N/A	N/A	N/A	N/A	0
e) Not employed	N/A	N/A	N/A	N/A	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.					
	N/A	N/A	N/A	N/A	0
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.					
	N/A	N/A	N/A	N/A	0
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
	N/A	N/A	N/A	N/A	0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
	N/A	N/A	N/A	N/A	50

See next page for the Institutional Disclosure Reporting Table continued.

Institutional Disclosure Reporting Table continued.

Disclosure Reporting Category	Program Name	Sterile Processing	Clinical Medical Assisting	Dental Assisting	QA Software Testing	Web Design Specialist
	CIP*	51.1012	51.0801	51.0601	11.0501	11.0801
	SOC*	31-9093	31-9092	31-9091	15-1253	15-1255
A) For each program of study, report:						
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		0	0	0	0	0
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
a) New starts		0	0	0	0	0
b) Re-enrollments		0	0	0	0	0
c) Transfers into the program from other programs at the school		0	0	0	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		0	0	0	0	0
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
a) Transferred out of the program or course and into another program or course at the school		0	0	0	0	0
b) Completed or graduated from a program or course of instruction		0	0	0	0	0
c) Withdrew from the school		0	0	0	0	0
d) Are still enrolled		0	0	0	0	0
5) The number of students enrolled in the program or course of instruction who were:						
a) Placed in their field of study		0	0	0	0	0
b) Placed in a related field		0	0	0	0	0
c) Placed out of the field		0	0	0	0	0
d) Not available for placement due to personal reasons		0	0	0	0	0
e) Not employed		0	0	0	0	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.						
		0	0	0	0	0
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.						
		0	0	0	0	0
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
		0	0	0	0	0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
		\$0	\$0	\$0	\$0	\$0

All reported data is provided as of June 14, 2021.

Institutional Disclosures Reporting Table includes certificate-level programs that had student enrollment in the 2019-2020 reporting period. The following programs did not have enrollment in the reporting period: Professional English (540 hours/36 credits), Phlebotomy Technician, Sterile Processing, Clinical Medical Assisting, Dental Assisting, QA Software Testing, and Web Design Specialist.

"N/A" for the Employment Placement reporting categories means that there were no graduates/completers in the program in the reporting period or the program does not prepare for placement (English as a Second language).

"N/A" for Average Starting Salary reporting category means that there were no graduates/completers in the program in the reporting period or the program does not prepare for placement (English as a Second language).

The average starting salary number was annualized to reflect full-time employment salary equivalent. For graduates that provided an hourly rate, the average starting salary for each program was calculated by adding together the known hourly rates, then dividing this number by the number of respondents to get an average hourly rate, then multiplying by 2,080 hours. To provide a more accurate picture of the average hourly rate, any high or low value outliers were removed from the average hourly rate calculation.

"N/A" for Took Professional Certification, Passed Professional Certification reporting categories means that either there were no graduates/completers in the program in the reporting period or the program does not prepare for any professional certifications.



203 N LaSalle Street  
Chicago, IL 60601  
**Tel: (312) 236-9000**



**Connect with Us!**